

Senior Accounts Payable Officer

O'Brien Glass Industries Limited • Padstow NSW 2211

 Base pay
\$0 - \$0

 Work type
Full Time

 Contract type
Permanent

Job details

 Date posted
10 Jun 2021

 Expired On
30 Jun 2021

 Category
Accounting

 Occupation
Accounts Payable

 Base pay
\$0 - \$0

 Contract type
Permanent

 Work type
Full Time

 Job mode
Standard/Business hours

Career level
 **SENIOR (EXPERIENCED NON-MANAGER)**

Work Authorisation
 **AUSTRALIAN CITIZEN / PERMANENT RESIDENT**

Skills

TIME MANAGEMENT

RECONCILING

WRITTEN AND VERBAL

Full job description

Fixed Term (6-months) - Padstow, NSW

- **Competitive hourly rate**
- **Fixed-Term Contract (6-months)**
- **Padstow location**

Are you an experienced Senior Accounts Payable Officer and looking for a short term contract? If so, you have come to the right place as we are searching for a driven team member to join our Finance team.

About us ...

At O'Brien®, we put our customer at the heart of everything that we do, serving more than 300,000 Customers each year, 24 hours a day, 7 days a week, 365 days a year. O'Brien® is also part of Belron®, the world's leading glass specialists operating in 35 countries.

What about you?

In this role, you will be required to undertake the following duties:

- Liaising with Suppliers & internal Staff re Tax Invoices, Purchase Orders, quotes and statements
- Managing the Accounts Payable email inbox
- Assist with reconciling statements
- Adding new suppliers and verifying bank details
- MediusFlow, Microsoft AX or SimPro experience desirable but not

essential as many responsibilities don't require this software experience.

To be considered, you will have:

- Sound written and verbal communication skills
- Confident, engaging approach and a natural ability to communicate
- Strong time management skills and the ability to meet all deadlines
- Excellent attention to detail
- Resilience and the ability to work in a complex and changing environment

If you meet the above criteria and you are seeking a rewarding career with a nationally recognised household brand, then we would love to hear from you!

No recruitment agencies please