

Accounts Payable

Wood Recruitment • All Perth WA



Base pay
\$60,000 - \$65,000



Work type
Full Time



Contract type
Permanent

Job details



Date posted
23 Jun 2021



Expired On
22 Aug 2021



Category
Accounting



Occupation
Accounts Payable



Base pay
\$60,000 - \$65,000



Contract type
Permanent



Work type
Full Time



Job mode
Standard hours



Work Authorisation
**AUSTRALIAN CITIZEN /
PERMANENT RESIDENT**

Perks

PARKING

Skills

TIME MANAGEMENT

MICROSOFT OFFICE

CREDIT

ACCOUNTING/BOOKKEEPING

EFT

PAYMENTS

RECONCILIATION

Full job description

Our client is a private investment group that now require the service of a Full-Time Accounts Payable.

What you'll be doing:

This position is responsible for all aspects of accounts payable processing for allocated companies within the group of companies, together with various general accounting / bookkeeping duties. Some of the main tasks involve:

- End to end processing of large volume of invoices with emphasis on accuracy and reliability of coding and data entry
- Preparation of weekly payment runs for EFT and BPAY payments
- Preparation of ad hoc Australian dollar and foreign currency payments, including cheque payments
- Preparation of credit applications for new suppliers
- Accounts receivable invoicing for expense recoveries and intercompany

on-charges, together with periodic asset sales

- Regular bank and petty cash reconciliations
- Periodic reconciliations of accounts payable and accounts receivable ledgers, together with various account analyses / reconciliations
- Liaison with operational managers to obtain correct documentation and sign offs to meet company policies and procedures
- Processing of ad hoc journals where required

What you'll need:

- Successful completion to at least year 12 of Senior School education
- More than 5 years of related experience, in a similar industry
- Accurate and efficient data entry, with an understanding of the implications of inaccurate coding to ensure these are avoided in daily processing
- Consistent and reliable attention to detail
- Compliance with established policies and procedures
- Understanding of GST and application of it to invoice processing
- Excellent interpersonal and communication skills – both oral and written
- Organised approach to all aspects of work, with sound time management practices
- Pride in presentation of work
- Outstanding commitment to, and track record of achieving deadlines and goals
- Proven record of exercising discretion and confidentiality in the role
- Proven motivation and success in working in a team-based environment, whilst still demonstrating good ability to work autonomously without constant supervision
- Ability to multi-task and handle shifting priorities
- Demonstrated ability to cope if under pressure
- Strong computer skills with proficiency in MS Office suite and accounting software applications (specific experience in using Finance One preferred but not essential)
- Reliable attendance and punctuality

What's in it for you:

- Parking on site
- Good remuneration package
- Friendly team environment

How to apply:

To complete your application for this position please click on the "APPLY" button below. Online applications are preferred however for a confidential enquiry please call 08 9221 8122