



## Accounts Payable Officer

Hays Accounting Support • Sydney NSW 2000



Base pay

\$30 - \$40 / hr



Work type

Temporary



Contract type

Not provided

### Job details



Date posted

06 Jan 2022



Expiring date

06 Jan 2023



Category

Accounting



Occupation

Accounts Payable



Base pay

\$30 - \$40 /hr



Work type

Temporary



Job mode

Standard/Business Hours

### Full job description

#### Your new company

This global organisation is looking for a switched on and dedicated Accounts Payable professional to join their busy team. After a recent system implementation this role requires someone with a keen eye for detail to help reconcile accounts, set up procedures and own the end to end processing of around 200 invoices per week.

#### Your new role

You will be interviewed for the role of Accounts Payable Officer. Your duties will include but not be limited to:

- Processing and coding of AP invoices (around 200 per week)
- Supplier statement reconciliations
- Preparation of EFT and cheque payment runs
- Liaise with suppliers to resolve queries
- Provide high level customer service to suppliers
- Support monthly reporting

#### What you'll need to succeed

You will be an experienced Accounts Payable Officer with previous experience in a standalone or complex role. You will be inquisitive and able to investigate issues in a timely manner.

#### What you'll get in return

This is an ongoing temporary position with the opportunity for a permanent contract. You will work for a large, multinational with flexibility to work in office and at home.

**What you need to do now**

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV, or call us now.

If this job isn't quite right for you but you are looking for a new position, please contact us for a confidential discussion on your career.

**LHS 297508** #2597654