

Accounts Payable Officer

General Purpose

Completes payments and controls expenses by receiving, processing, verifying and reconciling invoices.

Key Duties:

- Reconciles processed work by verifying entries and comparing system reports to balances
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries
- Pays vendors by monitoring discount opportunities; verifying federal id numbers; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments
- Pays employees by receiving and verifying expense reports and requests for advances; preparing checks
- Maintains accounting ledgers by verifying and posting account transactions
- Verifies vendor accounts by reconciling monthly statements and related transactions
- Maintains historical records by microfilming and filing documents
- Disburses petty cash by recording entry; verifying documentation
- Reports sales taxes by calculating requirements on paid invoices
- Accomplishes accounting and organization mission by completing related results as needed

Requirements:

- Candidates must possess at least a Bachelor's Degree, Post Graduate Diploma, Professional Degree in Finance/ Accountancy /Banking or equivalent
- At least 2 year(s) of working experience in related fields
- Preferably Junior Executives specializing in Finance – General/ Cost Accounting or equivalent