



CAREER OPPORTUNITY

Accounts Payable Officer

Finance Department

JOB SUMMARY: - This position is responsible for the day-to-day processing of the accounts payable function within the Finance department and maintaining the general ledger.

KEY RESPONSIBILITIES:

These duties include, but are not limited to:

- Process invoices and other payment obligations in accordance with corporate procedures
- Ensure all invoices are appropriately authorized before uploading into the accounting ledger system
- Research and resolve invoice discrepancies and issues
- Prepare Vendor Reconciliation
- Process internal payment requests
- Issue cheques and drafts to vendors
- Enter payment transactions into the accounting ledger system
- Resolve account discrepancies
- Review Stores inventory issues to ensure correct coding
- Prepare Bank Reconciliations
- Assist with the month end close
- Assist with year-end audit procedures
- Respond to general enquiries from Stakeholders
- Other duties as assigned.

QUALIFICATIONS:

- An Associate Degree in a related field
- 3 years' experience in a similar position
- Adapt at operating in a computerized PC based financial environment including the utilization of integrated financial accounting system software and hands-on experience with standard office automation software.
- Analytical, problem-solving and effective communication skills organized proactive and meticulous with ability to meet deadlines
- Ability to handle multiple tasks; work in a dynamic and high-pressured environment, and interact professionally with staff

Resumes and certificates should be forwarded via email to people@nas.bs on or before **February 7, 2023**