



Account Reconciliations Officer

Page Personnel • Brisbane QLD 4000



Base pay

\$50,000 - \$70,000



Work type

Full time



Contract type

Permanent

Job details



Date posted

16 Mar 2022



Category

Accounting



Occupation

Other



Base pay

\$50,000 - \$70,000



Contract type

Permanent



Work type

Full time



Job mode

Standard business hours



Industry

Luxury goods



Work Authorisation

**Australian citizen /
Permanent resident**

Skills

MICROSOFT OFFICE

SAP

PAYMENTS

RECONCILIATION

WRITTEN AND VERBAL

Full job description

- Flexible hours and competitive salary package
- Join a growing company in a stable industry

About Our Client

This Accounts Reconciliation Officer role is an exciting opportunity to join a well known business in the FMCG industry! This organisation work closely with major supermarkets, and retail businesses to provide an important service. Based in South Brisbane, the modern office is conveniently located close to public transport. This head office is the home of all major business functions including the tight knit finance and accounts team. They employ over 80,000 staff globally and have numerous well known brands in their portfolio.

They have enjoyed growth over the past few years and remained operating throughout the Covid period as an essential service. The business prides itself on its culture and the opportunities they are able to offer their staff as a long term career within the business.

Job Description

This role is responsible for working with the organisations Major Accounts - the clients who have the biggest spend with them.

These clients cover a large number of invoices and values - this role will incorporate:

Reconciliations work:

- Processing of customer payments upon receipt of EDI file transfers and/or remittance advice
- Clearing of matched transactions on a regular basis.
- Research and processing of customer claims and related tasks.
- Follow up of missing claims with customer.
- Resolution of outstanding claims with relevant sales person and/or Account Manager on a regular basis.

There will be no collections work to this position.

If you have an understanding of Accounts Receivable, Reconciliations and (ideally) SAP - this skill set would tie in very well to this position.

The Successful Applicant

The ideal candidate will come from a high volume reconciliations or accounts officer role.

- Ability to complete complex accounts reconciliations
- Minimum 2 years accounts receivable, reconciliations or accounts experience
- Understanding of bookkeeping and accounting principles
- Proficiency in English, MS Office
- Availability to commence in the next 2 weeks in the office
- Excel skills: Require V-look ups and Pivot tables
- Great written and verbal communication - ability to liaise with clients professionally

Please note, this role is based in South Brisbane office. Whilst the organisation supports flexible working, please only apply if you can travel into the inner suburbs for work.

What's on Offer

What's in it for you?

- Competitive salary package for the right candidate, between \$66,000-\$71,500 including super and benefits
- 12 month fixed term contract - employee entitlements include annual and sick leave and time in lieu
- Opportunity to join a large well known business and gain experience in the FMCG industry
- Brisbane inner city location close to public transport and Cultural Centre precinct

- Monday-Friday role with flexibility