



Accounts Assistant

Page Personnel • Mascot NSW 2020



Base pay

\$50,000 - \$70,000



Work type

Full time



Contract type

Permanent

Job details



Date posted

14 Apr 2022



Category

Accounting



Occupation

Assistant Accountant



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

CREDIT

SAP

PAYMENTS

RECONCILIATION

Full job description

- Opportunity of up-skilling in an established organisation
- Opportunity of career progression

About Our Client

A rare opportunity for an energetic, motivated and driven Accounts Receivable Officer to partner with a Leading Global Organisation. Our client is recognised all over the world and have been in business for over 100 years. They are looking for a committed individual to permanently join their team. They offer working from home flexibility and progression to grow not only your skills and knowledge but your career.

Job Description

The Accounts Assistant duties will include, but are not limited to:

- Setup and Maintenance of Vendor Masterdata including New account review and credit checks
- Process vendor invoices
- Process employee expense claims
- Prepare and process payments to suppliers / vendors on a fortnightly

basis- local and international payments

- Reconcile and process Corporate credit Card statements
- Monthly vendor statement reconciliations
- Preparation & post various journals including month end journals
- Daily clearing bank items and reconciliation of bank accounts
- Run AP aging reports & ensure all aged items cleared
- Be an integral part of AP process improvement projects

The Successful Applicant

The successful candidate will have:

- Minimum 3 year's experience in a similar role
- Previous experience in large systems, SAP preferred
- Ability to prioritise workloads to meet a fast paced environment
- Positive can-do approach and a high attention to detail

What's on Offer

- Flexible working arrangements
- Opportunity of up-skilling and career progression
- Competitive salary package