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| **Role** |  | **Accounts Payable Officer** |
| **Purpose**  **Internal and external contacts** |  | To perform the day-to-day activities for weekly and monthly accounts payable processing and associated tasks in a timely and  accurate manner and to provide expert advice and customer service to the business.  Our goal is to pay all suppliers accurately and on time, which promotes the Accounts Payable Team as a professional and supportive  team, allowing Business Units to serve their customers better.  **Internal**  Finance and Administration staff  Northland Maintenance & Projects team  Engineering  Corporate  Other relevant McKay Group personnel  **External**  Customers  Suppliers |
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| **Reports to** |  | Finance Processing Manager |

**Responsibilities**

* Reviewing all invoices for appropriate documentation and authorisation prior to entering the system
* Set up invoices for electronic payment
* Reconcile vendor statements, investigate, and correct discrepancies
* Monthly trial balance reconciliations and reporting
* Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
* Respond to vendor inquiries
* Assist with other projects as required

**Person Specification**

* Desirable to hold an Office Administration Certificate or similar
* At least 5 Years Accounts Payable experience, processing high volume supplier invoices
* Excellent computer skills, including a high degree of proficiency in Microsoft Word, Excel, Outlook, and PowerPoint.
* Netsuite or similar ERP experience is preferable
* Excellent written and verbal communication skills
* Excellent customer service skills
* Highly organised with the ability to prioritise and juggle work tasks
* Work well individually and within team environment
* Strong attention to detail
* Ensures all work is completed, to a high standard and on time, irrespective of problems or issues
* Professional phone etiquette
* Responds quickly to situations and ensures required timeframes are met