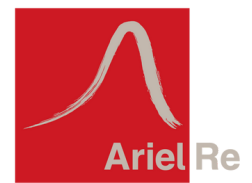


WE ARE HIRING!

ACCOUNTS PAYABLE FINANCE ASSISTANT



JOB IDENTIFICATION

Job Title: Accounts Payable Finance Assistant

Reports To: Accounts Payable Finance Manager

PURPOSE OF THE ROLE

We are looking for a very detail oriented, steady pair of hands to join our AP team as a Finance Assistant. This entry-level role will report to the AP Finance Manager. It will be responsible for accounts payable, employee reimbursement, month-end accounting activities, and treasury functions, including liquidity monitoring and cash management.

DUTIES AND RESPONSIBILITIES

- Maintain the payment cycle of expenses in accordance with contractual obligations, including a schedule of required monthly payments.
- Follow Accounts Payable ("AP") service standards in a timely and accurate manner, including payment requests, appropriate authorization, and documentation.

- Record AP invoices in the General Ledger by charging the correct expense accounts and coding requirements.
- Set up templates and payments on the banking platforms for approval.
- Verify vendor details by following internal policy and ensure vendor records are up to date in the General Ledger.
- Address and resolve queries relating to vendor payments, including payment confirmations and missing invoices.
- Prepare bank reconciliations, AP accruals, and other ad-hoc month-end activities.
- Review Travel and Entertainment (T&E) Expenses for adherence to T&E policy, correct coding, and unsubmitted reports.
- Prepare T&E journal for the General Ledger and payments to the employees.
- Act with integrity and professionalism.
- Plans and organizes daily work routine.

ROLE QUALIFICATIONS, SKILLS & EXPERIENCE

- Bookkeeping courses of qualification.
- Minimum of 3 years of work experience in a similar finance role, particularly accounts payable, treasury, and cash management.
- Knowledge of basic accounting principles and concepts.
- Meticulous attention to detail.
- Experience working with banking platforms and understanding international transfer deadlines.
- Demonstrate proficiency with the Microsoft Office Suite of applications, notably Excel.
- Excellent verbal and written communication skills with customers and colleagues.
- Eager to work collaboratively in office environment preferred.

APPLY DIRECTLY AT THE LINK BELOW:

<https://arielre.bamboohr.com/careers/72>

CLOSING DATE: MARCH 10TH, 2023

For more information, visit www.arielre.com/careers