



Position: Accounts Payable Clerk

Job brief

The Ivy Hotel is looking for a skilled accounts payable clerk to be responsible for processing all invoices received for payment and for undertaking the payment of all creditors in an accurate, efficient and timely manner.

Position is approximately 20 hours a week, with some flexibility (month end / year end may require additional hours).

Responsibilities

- Perform day to day management of all payment cycle activities and provide efficient client service
- Process, track, and file purchase orders and related vendor invoices assuring timely payments are made taking advantage of all available discounts in compliance with financial policies and procedures
- Ensure correct approval, sorting, coding and matching of invoices/receipts
- Accurately account for all credit card purchases reconciling total paid to amount distributed to General Ledger Accounts
- Maintain Vendor Files assuring immediate access to all files in a timely manner
- Reconcile Vendor Statements with Open Item Report on a monthly basis and clearly identify any reconciling items and follow up with vendors to bring accounts into agreement
- Regularly tabulate data and compile necessary reports
- Continuously improve payment and filing processes

Requirements

- Proven working experience as accounts payable clerk
- Solid understanding of basic bookkeeping and accounts payable principles
- Proven ability to calculate, post and manage accounting figures and financial records
- Data entry skills along with a knack for numbers
- Hands-on experience with spreadsheets and proprietary software
- Proficiency in English and in MS Office particularly Excel and Word
- Customer service orientation and negotiation skills
- High degree of accuracy and attention to detail