

Accounts Officer

Core Talent Pty Ltd • Silverwater NSW 2128



Base pay

\$60,000 - \$65,000



Work type

Full time



Contract type

Permanent

Job details



Date posted

11 May 2022



Expired On

10 Jul 2022



Category

Accounting



Occupation

Accounts Clerk/Officer



Base pay

\$60,000 - \$65,000



Contract type

Permanent



Work type

Full time

Full job description

My client is a growing business with a great reputation, seeking an Accounts Administrator to join their dynamic and close knit finance team based in Silverwater.

This role is a flexible and relaxed working environment and it is a dynamic business in a lucrative industry.

In this role you will be responsible for accounts payable and receivable related duties and also a small payroll of 200 employees.

The role

- Processing supplier invoices
- Process outgoing payments
- Performing day to day financial transactions, including verifying, classifying, and recording accounts payable data
- Verify and investigate discrepancies by reconciling vendor accounts and monthly statements
- Processing accounting receivables and incoming payments
- Performing day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data
- Preparing bank deposits & reconciling transactions with the bank statement
- Facilitate payment of invoices due by contacting customers & sending invoice reminders or providing copies as requested
- Other clerical functions as directed

This role is permanent with a salary of \$60-65k + super and immediate start is available.

If you are interested in this role and you are available immediately or on short notice, please apply now!