

Accounts Payable Clerk

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Company: Auxis

Location: Barranquilla

Category: office-and-administrative-support

Accounts Payable Clerk

Location CO-Barranquilla Posted Date 3 weeks ago(12/18/2023 10:10 AM) Job ID 2023-3014

Positions 5 Category FAO

Job Summary

The individual will be responsible for ensuring that all payables, travel & expense and/or vendor control transactions are processed efficiently and effectively, in accordance with established service levels and other contractual requirements. The individual will be responsible for all related tasks associated with invoice and payment processing, including receiving, recording, posting and verifying accounts payable transactions to journals, ledgers and other records.

Responsibilities

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Process and code invoices accurately and efficiently, ensuring adherence to company policies and procedures.

Review and verify invoices for appropriate documentation and approvals.

Communicate with vendors and suppliers to resolve any discrepancies or issues related to invoices or payments.

Prepare and process payment batches, including checks, wire transfers, and electronic payments, while ensuring accuracy and timeliness.

Reconcile vendor statements and resolve any outstanding balances or discrepancies.

Maintain accurate and organized financial records, including invoices, payment documents,

and

related correspondence.

Assist in month-end and year-end closing processes, including reconciling accounts payable

transactions and preparing reports as needed.

Collaborate with other departments, such as purchasing and receiving, to ensure proper documentation and approval for purchases.

Respond to internal and external inquiries regarding accounts payable matters in a professional

and timely manner.

Assist in the development and implementation of accounts payable policies, procedures, and

controls to ensure compliance with company and regulatory requirements.

Participate in audits and provide necessary documentation and support as required.

Stay updated on industry best practices and changes in accounts payable regulations to ensure

compliance and efficiency

Skills and Experience

English – Spanish Language (Oral and writing 80% or higher), (B2 or above).

High school diploma or equivalent; additional education in accounting or related field is a plus.

Proficient in using accounting software and MS Office applications, particularly Excel.

Strong attention to detail and accuracy.

Excellent organizational and time management skills.

Strong verbal and written communication skills.

Ability to work independently and collaboratively in a team environment.

Knowledge of basic accounting principles and practices.

Familiarity with relevant laws, regulations, and compliance requirements.

Ability to handle confidential information with discretion and integrity.

Options

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