



Job Description

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Job Title Accounts Payable Administrator II	Job Location Dar es Salaam	Category Accounting & Bookkeeping
Job Type Full Time	Job level Intermediate	Industry Finance Services
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Finance Services: 2 Years
Secondary Industry -	Primary Category Accounting & Bookkeeping: 2 Years	Secondary Category -
Certificate -	Qualification -	

Summary

The Accounts Payable Administrator II ensures timely and accurate processing of supplier invoices, other cost items and employee expenses using standard systems and processes, including settlement of approved items. The incumbent oversees the maintenance of supporting records ensuring compliance with Company policies and external regulations including withholding tax. The incumbent will complete month end close for AP including reconciliations as part of the internal controls.

Responsibilities

- Ensure timely and accurate processing of purchasing and payment documents such as supplier invoices, tax payment requests, employee travel advances.
- Ensure an accurate and efficient monthly closing of Accounts Payable financial records and posting of month end information.
- Generation of monthly creditor reconciliation reports.
- Maintain monthly statement of reconciliation on all accounts payable related balances to support end of month financial close balances.
- Coordinate Tax reporting for payments to vendors subject to VAT and withholding tax.
- Liaising with vendors and Procurement Manager / Property on payment issues, handling suppliers' enquiries in a timely manner.
- Provide periodic inputs for cash flow report and forecast as required.
- Strive for continuous improvement within Accounts Payables.
- Provide support to management on ad-hoc requests and reports.
- Provide back-up for other finance activities as required.
- Other projects and duties as assigned.

Education & Qualifications

Degree in Accounting, or in a related field

Requirements

- At least 2 years' experience in AP.
- Working with an ERP, preferably MS Dynamics Great Plains.
- Working in a multi-national organisation
- Demonstrated knowledge and advanced proficiency working with Microsoft Office Suite software including Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Microsoft Outlook

Driving Licence

Not Required

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