



Job Description

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

Minimum Requirements

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

Summary

Accounts Payable Associate is in charge of ensuring all payments out to suppliers are made on time and as per contractual agreements.

Responsibilities

Finance duties

- Petty cash management
- GR/IR reconciliation
- Keep track of all payment and expenditures
- Paying vendors & generally responding to all vendor queries
- Continuous improvement of P2P (procure to pay) process
- Assemble, review, and verify invoices
- Maintain vendor master
- Dealing with travel & entertainment expenses
- GL to sub ledger reconciliation
- Support month end closing & year-end financial reporting
- Ensure reconciliation of fixed assets monthly

General

- Undertakes such additional duties which may from time to time be assigned to the Employee in the discharge of his / her duties.
- To ensure that a correct and proper image of the Company is always maintained.

Education & Qualifications

- SAP knowledge is a must
- Computer skills i.e computer literate in MS office (word, excel and power point)
- ACCA/CPA qualified is an added advantage

Requirements

- Minimum 2 years-Experience

Characteristics

- Self-starter
- Organising skills
- Attention to detail
- Good communication skills
- Team player
- Cost awareness and accuracy in numerical abilities
- Good negotiation skills

Reporting To

Financial Manager

Driving Licence

Not Required

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