



Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title Accounts Payable Officer	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Intermediate	Industry Construction, Finance Services
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Construction: 1 Years
Secondary Industry Finance Services: 2 Years	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

A Construction company is seeking to hire an Accounts Payable Accountant who will be responsible for processing AP stock and non-stock invoices, proper cost allocation, enforcement of the Financial Limits Authority policy, payment batching and supplier reconciliation, and other administrative duties allocated from time.

Responsibilities

- Matching Suppliers Invoices, POs Delivery Notes and Goods Receipt Notes (Invoicing posting).
- Preparing monthly Reconciliation of supplier's accounts for payment.
- Uploading bank payment and ensuring all payments are affected on time, per company's payment policy. Including Effective down payments and settling suppliers down payments/Advance payments after.
- Clearing accounts AP, allocation of supplier's balances, posting various Journals
- Preparing account payable related reports. Monthly and quarterly
- Prepare and submission of Vat and Withholding returns on monthly basis.
- Maintaining withholding tax file for all international suppliers.
- Prepare Account payable forex exposure report on monthly basis.
- Posting Monthly Journals
- Ensure all received invoices for a month are recorded in SAPbyD by the end month.
- Liaise with vendors and respond to inquiries.
- Ensure documents are filed in compliance with company's policy and accepted practices on accounting.
- Assists auditors for the purpose of providing support and documentation on internal processes for accounts payable.

Education & Qualifications

- Bachelor's degree
- Minimum two years of experience in similar role
- Strong system and process knowledge, preferably SAP

Requirements

- Minimum two years of experience in similar role

Characteristics

- Will be required to work overtime.

- Overseas travel may be required.
- Regular and on time attendance
- Excellent interpersonal skills
- Data processing skills
- General understanding of accounting practices and principles
- Good verbal and written communication
- Fluent in English

Reporting To

Senior Accountant

Driving Licence

Not Required

To Apply for This Job [Click Here](#)