

# **Job Description**

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Dar es Salaam

Job Location Job Title Category

Accounts Payable Officer

Job Type Job level Industry

**Full Time** Intermediate Construction, Finance Services

Open to Expatriates

Only Open to Tanzanian Nationals

### Minimum Requirements

Min Budget **Max Budget Primary Industry** 

Construction: 1 Years

Secondary Industry **Primary Category** Secondary Category

Finance Services: 2 Years

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

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