



<https://www.execujet-mro.com/job/administrator-accounts-payable-2/>

ADMINISTRATOR – ACCOUNTS PAYABLE (LANSERIA)

DESCRIPTION

ExecuJet MRO Services is currently seeking a suitably qualified person to fill a vacancy, based at Lanseria International Airport. The main objective of the position is to capture supplier invoices and pay them on time.

RESPONSIBILITIES

- Capture supplier invoices
- Process adjustment to supplier accounts
- Reconcile supplier statements to month end list of creditors
- Prepare payment runs
- Update cashflow spreadsheet with anticipated payment amounts
- Assist with queries related to creditors
- Assist with ad hoc task as assigned by the relevant manager

EXPERIENCE & QUALIFICATIONS

Essential

- Grade 12
- Microsoft Office (Word, Excel, Outlook)
- 3 Years experience in an accounts payable position
- Quantum experience

Desirable

- Relevant qualification

PERSON SPECIFICATIONS

- Good communication and interpersonal skills
- High levels of responsibility and client focused
- Professional approach towards allocated duties
- Self-disciplined, with good planning and organising skills
- Ability to adapt (being flexible) to working conditions
- Ability to work independently and within a team

Hiring organization

ExecuJet MRO Services

Employment Type

Permanent

Job Location

Lanseria International Airport, South Africa

Working Hours

Weekdays 8:00 – 17:00

Date posted

March 10, 2020

Valid through

March 18, 2020