



POSITION DESCRIPTION

POSITION TITLE : Accountant-Payable/K4009

DEPARTMENT : Finance

CLASSIFICATION APPROVED BY : HRD

REPORTING RELATIONSHIPS

POSITION REPORTS TO : Accounting Supervisor-Payable

POSITIONS SUPERVISED : Nil

POSITION PURPOSE

To efficiently process payments for international and local suppliers as well as replenishment of all PCF liquidations. To ensure that fixed asset are capitalized on time and with proper barcode.

...

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Payables

- Receiving of approved and complete payment documents (Commercial Invoice, approved PO/LPO(with 3 quotations if required), Receiving Report/Delivery Receipts) for processing.
- Daily processing of all the payments which includes verification of the documents submitted by the different departments & shops, posting the transactions in the ORACLE and checks prepared to be forwarded to Accounting Manager for review and approval of the Finance Director. The reviewed checks will be routed for signing of the designated signatories.
- Monitoring and analysis of all advances except Advances to Suppliers and coordinate with concerned departments for their status.
- Monthly checking and verification of credit card transactions and travel ticket charges and records the same in Oracle.
- Attending payment related queries.
- Handles all petty cash liquidations.
- Prepare cheque for manual payroll not included in HRMS data.
- Facilitate all payment for End of Services.
- Processing of cheque for fund transfer
- Facilitate all utilities payment such as telephone, electric etc.
- Receiving of excess cash advance and preparation of deposit slips.
- Reconciliation of Suppliers Statement of account against our subsidiary ledger.
- Handles accuracy recording of rental of all shops, offices and warehouses.
- Other duties that maybe assigned from time to time.

Fixed Asset (all countries):

- Bar-coding of fixed asset
- Ensuring all fixed assets acquired are properly accounted and bar coded. Carrying out physical check at regular intervals in coordination with concerned departments.



PERSONAL CHARACTERISTICS:

- Self motivated
- Detail oriented
- Numerical
- Analytical
- Efficient
- Proactive

PERFORMANCE MEASUREMENTS

- Invoices must be entered in Oracle maximum 5 working days.
- Check preparation must be made within agreed timeline as per schedule below:
- Request for Cash Advance (Business and Personal) (2 to 3 working days from receipt of request)
- Payment of Invoice (within 7 working days from receipt of invoice)
- Petty Cash Fund (5 working days from receipt of PCF liquidation)
- Zero tolerance for missing invoice
- Provides schedule of payable on a monthly basis.
- Maintain politeness to internal and external customer.
- Minimize or free of error for GL coding of all payable transactions.
- Ensures cleanliness of the workplace at the end of the day. Files should be kept properly and no files should be left over the table at the end of the day.
- No payment should be processed if asset is not bar-coded.
- Provides report for audit during audit period
- Excess cash advance receives should be deposited the following day and entered into GL within 3 days.

QUALIFICATIONS\REQUIREMENTS:

- Bachelor degree in accounting/business/commerce or economics
- Minimum 2 years work experience
- Exposed or Used any ERP package for at least a year
- Able to work under pressure and with minimal supervision

COMPETENCY REQUIREMENTS

The following are the key competencies that will be required to complete this job effectively. Alongside each competency is the Level at which it is expected to be demonstrated

(Refer to KOJ Competency Dictionary for a detailed breakdown of your competency requirements)

- | | |
|-----------------------|-----|
| • Problem Solving | - 2 |
| • Customer Focus | - 2 |
| • Integrity and Trust | - 2 |
| • Team Work | - 2 |
| • Job Knowledge | - 2 |
| • Valuing Diversity | - 2 |

Department Head:

Employee: