

ACCOUNTS PAYABLE FILING CLERK FINANCE DEPARTMENT- POM BASED ROLE

Theodist Ltd. stands as Papua New Guinea's premier retailer and supplier, catering to businesses, educational institutions, government entities, and individual customers. As a company committed to excellence, we take pride in providing top-quality stationery, office products, survey equipment, computers, and more. Our dedication to integrity, teamwork, and customer satisfaction has positioned us as an industry leader.

We are looking for candidates with a strong functional background in accounting, who are detail-oriented and have a proven track record of managing financial records with the utmost accuracy. If you are ready to take on the challenge and contribute to our finance team's success, we invite you to apply for the AP filing clerk position at Theodist.

JOB OVERVIEW:

Reporting directly to the Finance Manager, We are seeking a meticulous and organized Accounts Payable (AP) Filing Clerk to join our finance team. The role will be responsible for managing and maintaining accurate financial records and ensuring efficient filing of accounts payable documents. This role is crucial in supporting our finance department and ensuring smooth financial operations.

KEY RESPONSIBILITIES:

- Organize and maintain physical and electronic filing systems for accounts payable documents, including invoices, receipts, and payment records.
- Ensure all accounts payable records are up-to-date and easily accessible for audit and review purposes.
- Maintain accurate records of all accounts payable data.
- Assist in processing invoices, ensuring proper documentation and approval before payments are made.
- Adhere to company policies and procedures for document management and accounts payable processing.
- Provide general administrative support to the accounts payable team as needed.

QUALIFICATIONS, SKILLS, AND EXPERIENCES:

- Diploma or equivalent; coursework in accounting or finance is a plus.
- Previous experience in an accounts payable or clerical role is preferred.
- Strong understanding of accounting principles and financial reporting.
- Proficiency in accounting software and MS Office Suite.
- Excellent organizational and time management skills.

Preferred Attributes:

- Experience with accounts payable processes and procedures.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Knowledge of document management systems.

Why Join Theodist?

- Gain specialized expertise through comprehensive training and mentorship
- Thrive in our collaborative, results-driven culture, surrounded by like-minded peers.



How to Apply

If you're a passionate individual who shares our values and wants to make a difference at Theodist Ltd., we'd love to hear from you!

To apply for an open position, please fill out the application form by providing the following information:

- First Name
- Surname
- Email
- Phone
- Position(s) you are applying for (select from the drop-down menu)
- Cover letter & Resume (upload file)

Deadline: The closing date for applications is August 02nd, 2024.

Theodist Ltd. is an equal opportunity employer, and we welcome applications from candidates of all backgrounds and experiences.



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