

Accounts Payable & Budgets (Snr. Accountant Position)

Job Summary:

We are seeking a detail-oriented and analytical Accountant specializing in Accounts Payables, Budgeting and reporting to join our finance team. The ideal candidate will be responsible for processing and managing all incoming invoices, ensuring timely and accurate payments to vendors, and maintaining accurate records. The candidate will also be preparing, managing, and analyzing budgets, as well as producing accurate financial reports. This role requires strong knowledge of financial principles, excellent attention to detail, and the ability to work with various teams to ensure the organization's financial objectives are met.

Key Responsibilities:

1. Invoice Processing:

- Review and verify accuracy of incoming invoices and purchase orders.
- Ensure proper approval for payment from relevant department heads or management.
- Enter invoices into the accounting system in a timely manner.
- Resolve discrepancies related to invoices, purchase orders, and payment terms.

2. Vendor Management:

- Maintain and update vendor records, including contact information and payment terms.
- Communicate with vendors regarding payment status, invoice discrepancies, or other concerns.
- Respond promptly to inquiries from vendors regarding payments, outstanding balances, or issues related to invoicing.

3. Payment Processing:

- Process payments in accordance with the company's payment terms and schedules.
- Prepare and process check runs, ACH payments, and wire transfers.
- Ensure timely payments to avoid late fees or disruptions to vendor services.
- Reconcile accounts payable transactions and ensure that all payments are accounted for and properly recorded.

4. Reconciliation and Reporting:

- Reconcile accounts payable sub-ledger to the general ledger on a monthly basis.
- Assist in preparing month-end reports related to accounts payable, including accounts payable aging.

- Provide assistance in generating and analyzing reports to track outstanding payables and cash flow.

5. Compliance & Documentation:

- Ensure compliance with internal policies, procedures, and applicable accounting standards.
- Maintain accurate records of all accounts payable transactions for audit and reference purposes.
- Support external audits by providing necessary documentation and explanations.
- Ensure financial reports and budgets comply with company policies, procedures, and relevant accounting standards.
- Assist with audits by providing necessary documentation and explanations of budget and financial report figures.
- Monitor internal controls and recommend improvements to ensure the integrity of financial data.

6. Discrepancy Resolution:

- Investigate and resolve any discrepancies or issues related to payments or vendor accounts.
- Work with vendors and internal departments to address and resolve payment-related issues.

7. General Administrative Support:

- Assist with other accounting or finance tasks as required.
- Maintain filing systems for all accounts payable documents, including invoices, checks, and vendor correspondence.

8. Budget Preparation & Management:

- Collaborate with department heads to develop and prepare annual budgets.
- Monitor departmental expenditures and ensure compliance with approved budgets.
- Perform variance analysis to compare actual results to budgeted figures and provide insights into discrepancies.
- Assist in forecasting financial performance and adjusting budgets as necessary.

9. Financial Reporting:

- Prepare monthly, quarterly, and annual financial reports, ensuring accuracy and timely submission.
- Develop and maintain reporting templates to streamline the reporting process.
- Generate management reports that reflect financial performance, including profit and loss statements, balance sheets, and cash flow statements.
- Analyze financial data and provide recommendations to senior management based on trends and variances.

10. Financial Analysis:

- Conduct financial analysis to identify trends, risks, and opportunities for improvement in budgeting and spending.
- Provide actionable insights to help management make informed financial decisions.

11. Collaboration & Support:

- Work closely with other departments to collect necessary data for budgeting and reporting purposes.
- Provide financial analysis support to various teams for business planning, resource allocation, and cost control.

12. System Maintenance & Data Accuracy:

- Maintain accurate and up-to-date financial data in the accounting system.
- Ensure all financial data related to budgeting and reporting is accurate, complete, and accessible.

Qualifications:

- Bachelor's degree in Accounting, Finance, or related field.
- Professional certifications (e.g., CPA, CMA) are a plus.
- Proven experience (3+ years) in accounting, accounts payable, budgeting, or financial reporting.
- Strong understanding of financial accounting principles and budgeting practices.
- Proficiency in accounting software (e.g., Tally, QuickBooks, SAP, Oracle) and MS Excel.
- Excellent analytical skills and attention to detail.
- Strong communication and interpersonal skills to work effectively with various teams.
- Ability to manage multiple priorities and meet deadlines.

Working Conditions:

- Full-time position with standard office hours.
- Occasional overtime may be required during busy periods (e.g., end-of-month or end-of-year reporting).

Candidates who wish to apply should submit the information below:

- A letter of application, explaining your suitability for the position and why you are interested in the position,
- A current resume,
- A list of at least three references with current phone numbers and email addresses.

Please send your applications to: recruitment@aris.edu.gh

Application Deadline is December 30, 2024