

Shared Services – Accounts Payable & Accounts Receivable

About the role:

Due to growth, we have exciting opportunities for you to join our team as a member of the Shared Service Team.

You will be required to manage a variety of administrative tasks including data collaboration, Accounts Payable and / or Accounts Receivable - experience is essential. You will deliver a service of high quality to all business units across the business, whilst working in a fast-moving work environment.

Duties will include:

- Accounts payable (AP) including but not limited to entering invoices, sign off by senior management, recording invoices into bills, reconciling supplier accounts, payment of invoices through Xero and MYOB, investigating and resolving supplier queries.
- Accounts receivable (AR) including but not limited to: Xero invoicing, front line customer service including investigating and resolving customer queries.
- Bank reconciliations for the designated companies.
- All aspects of EOM close and reporting on AP/AR for financial management team for the designated companies.
- Effective and clear communication with other team members in the shared services division and the financial management team.
- Providing support when required in all divisions of shared services.

Skills & Experience required:

- Excellent communication skills
- Excellent time management skills and ability to meet deadlines
- Knowledge of AP/AR procedures
- Proficient in the use of Xero, MYOB, Simpro, Microsoft Dynamics is highly desirable.
- Assistance in preparation of the monthly group BAS return
- Competent Microsoft PC skills and aptitude
- Attention to detail and a high level of accuracy
- Current driving licence
- Enthusiastic team member
- Adaptability
- Use of initiative, pro-active and organised approach to work
- Must have no restrictions on working within Australia

At Maas Group our employees are our best asset, and we pride ourselves on looking after you.

We engage, reward, and recognise our employees.

Come and join us, be part of our successful growing team, in what are exciting times ahead for Maas Group and our employees.

Please apply using www.seek.com.au/job/55944043