

Shared Services – Accounts Payable & Receivable

About the role:

As part 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.

You will be responsible for delivering high quality service to all business units across the company, whilst working in a fast-moving work environment.

Current opportunities:

- Accounts Receivable - MYOB
- Data Entry
- Accounts Payable & Received - XERO

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 MYOB, investigating and resolving supplier queries.
- Accounts receivable (AR) including but not limited to POS systems knowledge and invoicing, MYOB invoicing, EFTPOS payments, POS reconciliations, 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.

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 or email application to HR@maasgroup.com.au