



Accounts Assistant

Responsibilities

- Verify and match AP invoices with purchase orders, delivery orders and goods receipt in SAP system
- Communicate and liaise with internal departments and/or external vendors on invoices with queries
- Input the matches invoices into SAP system for payment processing
- Scanning and archiving of documents
- Assist in monthly stock take count
- Assist in compiling import permit data for monthly GST reporting

Requirements

- Diploma or equivalent
- Relevant experience preferred
- Experience with SAP will be an advantage

(Only short-listed candidates will be notified)