

Accounts Payable Analyst

Location: [Africa] [Ghana]

Category: Administrative Services

Job Type: Open-ended, Full-time

***Please submit your CV in English.**

PURPOSE OF POSITION:

The accounts payable Analyst is responsible for reporting to the accounts payable team lead for processing invoices and verification of invoices while delivering a high level of service that meets or exceeds the Service Level Agreement on behalf of World Vision (WV) SSC Ghana

KEY RESPONSIBILITIES:

Daily Integration Report:

- Reconcile Invoices from COUPA and Sunsystem6.
- Prepare and submit Daily Integration Report to the National Office (NO).
- Re-export invoices not integrated.

Weekly Invoice Status Report:

- Prepare and submit Weekly Invoice Status Report to NO.

Month-End Accruals:

- Submit Accrual Lists to NO for confirmation.

- Record month-end accruals.

Pre-Payments (170 Accounts):

- Monitor balances of 170 accounts.
- Submit 170 Account Balances to NO on a monthly basis for confirmation.

Payment Runs:

- Check details of Invoices for payment before generating payment run to ensure no double payment.

Communication:

- Respond to queries of National Offices on a timely basis.
- Participate/Lead in Meetings with NO's.
- Manage records, including retention, tracking and reporting for tax purposes.
- Deal with supplier account queries via telephone, email and fax and resolve queries promptly.

Leadership:

- Provide coaching/training to staff
- Assist Immediate Manager in developing plans and strategies that are aligned with organizational strategic directions.
- Assist in the review of current processes and initiate improvements.
- Ensures that staff under supervision adheres to organizational policies, standards and procedures.

Others:

- Compliance to organizational policies, standards and processes.
- Perform other tasks assigned by Immediate Supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

- Bachelor's Degree, preferably in Accounting or Finance.
- At least 3 years of related professional experience, or equivalent combination of education and experience.
- Reasonable knowledge of bookkeeping principles.

Preferred Skills, Knowledge and Experience:

- Experienced in interfacing with business customers in defining procurement service requirements or procurement/accounting information.
- Broad based experience in accounting and financial systems.
- Ability to work in a time sensitive environment.
- Experience in interfacing with business customers in resolving payment issues.
- Knowledge of WV's policy and procedure in the area of finance, systems and products.