

Accounts Payable Associate

Location: [Central/South America] [Costa Rica]

Town/City: San Jose

Category: Finance

Job Type: Open-ended, Full-time

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

PURPOSE OF POSITION:

The accounts payable clerk 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) Shared Services.

KEY RESPONSIBILITIES:

- Responsible for processing all purchases (supplier invoices) and refunds (credit notes).
- Analyzing purchases by expense type.
- Obtaining invoice authorization.
- Match invoices with purchase orders, where applicable, purchase order requisitions, where applicable, and evidence of receipt of goods or services.
- Daily preparation of integration reconciliation report submitted to each offices.
- Month end tasks such as accruals and 170 account reconciliation.
- Daily bypass approval of invoices with exemptions.
- Meeting with Field Offices, answering e-mails and MS Teams daily queries.

- Preparation of journal entries related to ProVision transactions.
- Reviewing and clearing of Unknown Invoice Sender Inbox and other ad hoc activities.

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.