

POSITION SUMMARY

TITLE:	Accounts Payables Officer	BENEFITS:	Bonus: ☒
			Overtime: ☐
			Commission: ☐
DEPARTMENT:	Accounting	LEVEL:	E
REPORTS TO:	Chief Accountant	LOCATION:	Head Office

The Accounts Payables Officer is responsible of providing financial and accounts payable and related accounting support in order to ensure effective, efficient and accurate financial and administrative operations.

ESSENTIAL DUTIES

Managerial/Supervisory Duties

None

Operational Duties

1. In coordination with Procurement Function manage supplier payments
2. Issue and follow up on supplier payments, upon approval of Chief Accountant
3. Execute all accounting transactions related to the accounts payables (payroll, suppliers, etc.)
4. Develop accounts payables aging reports
5. Develop and maintain payment schedules for all suppliers
6. Reconcile Accounts Payables with suppliers' accounts
7. Prepare month-end account reconciliations (primarily cash, accrual and prepaid accounts)
8. Prepare and post month-end accrual and prepaid entries
9. Review invoices to ensure that all the information appearing on them is accurate and complete
10. Verify that payable transactions comply with financial policies and procedures
11. Review updated vendor detail files
12. Ensure the confidentiality and security of all financial files

Personal Qualities

13. Display a high degree of professionalism and integrity with staff

SECONDARY DUTIES

The Accounts Payables Officer performs duties specific to the position and other functions as assigned by the Chief Accountant.

POSITION REQUIREMENTS

These specifications are general guidelines based on the minimum education, experience, and skills normally considered essential to the satisfactory performance of this position. Individual abilities may result in some deviation from these guidelines

Education Requirements

- A Bachelor's degree in Accounting/Finance from a four (4) year accredited university with a minimum of two (2) year of related experience
- Good oral and written communication skills in Arabic and English

Experience Requirements

- Work related experience should consist of an in-depth background in Accounting
- Strong knowledge, with 3 to 5 years of accounts payable experience

Managerial/Supervisory Skills

None

Operational Skills

- Good knowledge of general accounting procedures
- Proficient in data entry and management
- Ability to maintain a high level of accuracy in preparing and entering financial information
- Excellent oral and written communication skills

Interpersonal Skills

- Good organizational and analytical skills
- Ability to work fast and in an accurate manner

Working Conditions

- Must be in good physical condition
- Position activities are mainly indoors
- Work outside of normal working hours may be required

PERFORMANCE EVALUATION CRITERIA

Perspective	Measure	Target
Customer	- Customer satisfaction index	- number
Internal Processes	- Delay in processing payables transactions	- Time
	- # of errors in payables transactions	- Number
	- # of errors in invoices	- Number
Learning & Growth	- % of competency gap closed	- xx%
	- Number of training hours attended	- number of training hours per year

Position IT Access Rights

Application		Status
ERP (Finance & Accounting Module)		View-Edit
ERP (Procurement Module)		View
Domain Controller		No access
Antivirus		No access
Data Base	ERP (Finance & Accounting Module)	Access
	ERP (Procurement Module)	No access
Files and Folders		Work area - Own folder

The Company reserves the right to change this position description at any time according to business needs.