

# Payables Finance Operations Accountant

## Job description :

- Perform invoice processing and payments (daily & month-end close activities) including accounts reconciliation, Corporate/Statutory reporting for Accounts Payables in a Shared Service Environment
- Resolve any discrepancies such as price, quantity etc as a result of invoice processing from 2 way or 3 way matching.
- Ensure operations procedures are executed in compliance with internal controls requirements under Sarbanes Oxley and able to meet defined operational metrics
- Perform Monthly and Quarterly Supplier Statement Reconciliation
- Involved as a tester for the Sarbanes Oxley testing programs.
- Build rapport and partnership with Procurement team and Vendors to ensure invoice processing and payments are made per scheduled
- Build rapport with Employees to ensure Employee Reimbursement claims are valid
- Handling troubleshooting and manage business escalation on timely basis.
- Perform record retention of documents in a timely manner and in compliance with local countries' legal requirements.
- Liaise with internal/external auditors for the process supported.
- Collect data for operations metrics reporting.
- Document exception handling cases
- Involve & participate in project improvement initiative
- Comply with GST/ VAT requirements on Tax invoice from transactional tax team

## Qualifications

- Minimum Diploma in Accounting or Business Studies
- 2 years of Experience in ERP such as Oracle or SAP is a plus
- Accounts Payables knowledge will be an added advantage
- Able to use Microsoft office and Excel

## Requirements

- Must be able to meet pressure timelines.
- Written and spoken English
- Preferably able to speak and write in Mandarin or Korean
- Mature, responsible, motivated, passionate, self-driven and able to work independently with minimum supervision.
- Effective team player and like to work in a fast-paced and dynamic environment.
- Able to perform robust business process analysis, recommend and execute solutions.
- Able to adapt to changing business priorities and timelines