

Accounts Payable Representative

The Accounts Payable Representative is responsible for managing a designated accounts payable portfolio. Specific responsibilities include posting invoices and credits to match purchase orders; reconciling the account to the supplier statement and making payments through online banking; responding to internal and external supplier queries; creating reports and analysis as well as other tasks and special projects as assigned. This position works with all levels of management internally and externally to ensure suppliers are paid on time and a strong working relationship is maintained.

Responsibilities

- Manage a designated portfolio of supplier accounts
- Responsible for posting supplier invoices against internal purchase orders.
- Chase up on outstanding credits claims.
- Reconcile internal system (Navision) to supplier statements.
- Process payments through direct credit system and online banking.
- Active participation with driving results to meet individual, team and department objectives.
- Establish and maintain strong working relationships with suppliers and all functional groups essential to accomplish objectives.
- Ongoing process improvement focus, making recommendations and participating in implementations to improve reconciliation and payment efficiency and overall work flow
- Keep management apprised of unusual or non-standard issues and escalating when appropriate
- Other tasks/projects as assigned

Competencies

- Highly motivated self-starter who can work well independently and in a team environment
- Attention to detail without losing focus of the “big picture”
- Excellent problem solving and negotiation skills required
- Strong written, numerical and verbal communication skills a must
- Ability to thrive in a fast paced, ever changing environment with the ability to quickly achieve closure
- Must have a flexible schedule and willing to put in extra time as needed
- System proficiency with Microsoft Office, Outlook, Excel.

Required Experience

Entry level position, Experience with Navision preferable, Previous Accounts payable experience also desirable.

Job Location

Park West, Dublin, Ireland

Position Type

Full-Time/Regular