



**SOUTH AFRICAN TOURISM**

## **ACCOUNTS PAYABLE OFFICER**

An exciting and challenging opportunity for an aspiring Accounts Payable Officer with outstanding academic achievements exist within the Financial Management Business Unit at the South African Tourism's Head office in Sandton.

### **PURPOSE OF THE JOB**

To provide timeous and accurate recording of the organisations expenditures ensuring vendors/suppliers are paid on time in an accurate and efficient manner consistent with the overall guidelines and regulations.

### **KEY OUTPUTS**

#### **Accounts management**

- Oversee the timely processing of expense recording and payments in accordance to the applicable regulations.
- Prepare the supplier reconciliations as per the assigned delegations.
- Proactively resolve any accounts related queries or vendor inquiries' as per assigned delegation.
- Ensure inter and intra company transactions are accurately accounted for.
- Month end and year-end closing processes and procedures.
- Conduct year-end adjustments.
- Process invoices on accounting system.

#### **Payments**

- Check accuracy of invoices and supporting documents submitted for processing.
- Load weekly EFT payments as per assigned staff schedule.
- Conduct inter/intra company payments.
- Book and accurately process foreign supplier payments

#### **Supplier and stakeholder management**

- Check accuracy of invoices against supplier statements
- Check the accuracy of supplier invoice against AP sub ledger trial balance.
- Resolve all supplier queries.
- Corrections: standard voucher and journal entry corrections.
- Load banking details and confirming accuracy thereof.
- Submit proof of payment and remittance to suppliers after payment has been affected.
- Liaise with suppliers to clear any reconciling items



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**Reporting**

- Run monthly age analysis reports and sub reports.
- Report on the clean-up process of items that are aging greater than 30 days.
- Reporting on debit balances.

**QUALIFICATIONS AND EXPERIENCE**

- Diploma in Accounting.
- Minimum of 3 years' experience in an accounts payable environment is essential.
- Strong proficiency in Microsoft excel is essential.
- Excellent numeracy and analytical skills.
- Accountable and handle figures with integrity.

**KNOWLEDGE AND UNDERSTANDING OF:**

- Relevant legislation and regulatory requirements including PFMA and Treasury Regulations.
- ERP Financial system: ORACLE

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Please send your detailed CV to : [finance@southafrica.net](mailto:finance@southafrica.net)

Closing date : **23 September 2022**

**No late applications will be accepted.**

Should you have not heard from us within two weeks after the closing date, kindly consider your application unsuccessful.