

INTERNAL ADVERTISEMENT

A vacancy exists for a Temporary AP Controller in Johannesburg within ATM Solutions.

The purpose of the position is to provide administrative support by completing payments and controlling expenses by receipting processes, verifying payments and reconciling invoices to ensure that payments are made in the correct financial periods and good relationships with suppliers are maintained. Completes payments and controls expenses by receipting processing verifying and reconciling invoices.

The responsibilities of the position include:

- Processing Payments
- Processing once off suppliers
- Reconciliations
- Journals

In order to be considered for the position, the following requirements must be met:

- Matric
- Must have relevant financial qualification
- MS Office, advanced Excel will be an advantage
- Min 5 to 8 years experience as an Account Payable Controller

Behavioral Competencies:

- Planning & Organising
- Communication & Impact
- Customer Focus
- Problem-solving
- Initiating Action
- Contributing to Team Success
- Work Standards
- Passion & Attitude
- Continuous Learning
- Industry and Business Knowledge
- Driving for Results
- Adaptability
- Coping with stress / change