



VACANCY

ACCOUNTS PAYABLE CLERK

Sandy Lane Hotel, an AAA Five Diamond, Forbes Five Star exclusive resort and a member of Leading Hotels of the World, is seeking to recruit an Accounts Payable Clerk.

The Role

The Accounts Payable Clerk will report to the Director of Finance, Risk & Compliance and will be responsible for updating and maintaining the Accounts Payable Ledger. This includes the opening of Supplier accounts, checking and approving of invoices, reconciling supplier statements whilst dealing with any queries and preparing cheques and electronic payments within agreed timeframes and procedures.

The Account Payable Clerk will also be familiar with the Accounts Receivable/ General Cashier tasks and will provide cover in this area from time to time.

Key duties and responsibilities:

- To open supplier accounts in accordance with set procedures and authorizations.
- To ensure that all invoices and related correspondence are date stamped on the date of receipt.
- To process all invoices received for payment including the checking of invoice coding and route all mailed in invoices for approval on a weekly basis. To post all invoices in a timely manner via daily interface journals and data entry where required.
- To enter VAT on daily basis and ensure its accuracy and liaise with Accountant on status prior to VAT filing.
- To maintain the Accounts Payable sub ledger current and in balance and ensure aged reports are printed and saved in assigned folder.
- To ensure that all invoices received from Stores are supported by the requisite delivery and purchase documents ensuring that the appropriate authorizations have been provided.
- To ensure that all invoices received from Purchasing for services supplied to the Hotel are supported by the requisite purchase order and bear the Department Head/Designate's approval.
- To ensure that cheque runs and electronic payments are processed in accordance with established procedures, timelines and payment terms, taking advantage of cash discount terms offered.
- To process all statutory and payroll remittances with commercial urgency.
- To maintain log of all cheque payments issued and issue electronic advices to suppliers.
- To organize and file all payable documents according to set procedures promptly both before and after payment of invoices.
- To reconcile all monthly supplier statements by the 21st of the following month, using the specified template and liaise with the Purchasing Supervisor to ensure that any issues arising are resolved promptly by next reconciliation or notes updated on reconciliation until resolution.
- To prepare balance sheet reconciliations for the Concessionaires with supporting documentation and ensure that any discrepancies arising are resolved by the end of the following month.
- To ensure that the Accounts Payable working areas are kept in a neat and orderly fashion at all times and that all documents including both signed and unused cheques are filed securely.
- To maintain a constant liaison with relevant staff on matters relating to suppliers and their accounts and with the Purchasing Department in particular.
- To undergo cross training in other accounting operations and to assist in those areas or cover in their absence primarily in the tasks of Accounts Receivable/General Cashier.



- Other duties related to the foregoing may be assigned including preparation of related reports.

Our ideal candidate must possess:

- Minimum of four GCE 'O' Level/CXC subjects including Mathematics and English.
- Four to five years Accounts department experience with two (2) in Accounts Payable. Knowledge of accounting software packages; SAGE300 would be an asset.
- Ability to operate effectively under pressure and be able to meet deadlines which may include the requirement to work on weekend days.
- Good computer skills literate and a basic knowledge of general office equipment.
- A logical and methodical approach to work and have good written and oral communication skills
- Ability to communicate positively with Department Heads when resolving queries whilst adhering to strict Hotel accounting procedures.
- Ability to exercise initiative and solve problems promptly and efficiently.

The successful candidate must consistently maintain the highest standard of service and operational efficiency within all areas of responsibility.

To apply please log on to sandyLane.com/careers to complete an application form and submit a résumé on or before **September 30, 2022**.