



## **Kokonas Industri Koporesen Position Description**

<b>Position Title</b>	:	Accounts Officer
<b>Position Number</b>	:	
<b>Division</b>	:	Research & Development (R&D)
<b>Reports To</b>	:	Accountant
<b>Status</b>	:	Permanent

### **1. Purpose**

Processing invoices and issuing payments to customers and maintain accurate accounts payable records.

### **2. Essential Duties**

- (a) Review, verify and register invoices in the MYOB system.
- (b) Sort, code, match and prepare all payment vouchers for payment.
- (c) Ensures all deductions such as GST, BWT etc. are accurately deducted, coded, and posted to the correct general ledger.
- (d) Analyzes customer accounts and negotiate extended terms with clients when cash flow is restricted.
- (e) Prepares and upload payment for online processing.
- (f) Prints all accounts payable reports and maintains accurate and up-to-date accounts payable files.
- (g) Prepares analysis of aged accounts payable as required.
- (h) Assists prepare audit schedules.
- (i) Other duties as assigned from time to time by the Accountant.

### **3. SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **4. Knowledge, Skills and Experience**

The requirements listed below are essential for this position.

- (a) A Certificate in Accounting or its equivalent from a recognized college or technical school with three years related work experience.
- (b) Good written and verbal communication skills.
- (c) Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

<b>Approved By</b> Board	:	KIK	<b>Approval Date</b>	:	/	/
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