

## Accounts Payables Officer

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Company: Fuzu

Location: Nigeria

Category: office-and-administrative-support

### Job Summary

Contract Type:

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### Requirements

B.Sc / HND in Accounting or relevant discipline from a reputable institution

5-8 years' experience in payables with manufacturing companies

SAP ERP knowledge is a MUST.

Working knowledge of Excel, Microsoft Word for reporting is a MUST,

Having good background in accounting/treasury

Residing or ready to relocate to Ibadan.

### Responsibilities

Managing all vendor accounts within the VD system.

Generating and maintaining the aging report for our suppliers.

Conducting reconciliations with our suppliers.

Compiling expense reports for payment processing.

Assurance of PO creation

Contract/Scope of work to be in place for each supplier activity if it is a service/construction and its deliverables

Monitor Goods/Service received report

More activities will be added based on the job requirements

Carrying out other duties that may be assigned periodically.

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