

## ACCOUNTS PAYABLE CLERK

JOHANNESBURG

QED is a dynamic and leading actuarial consulting firm in the financial services industry, with a commitment to excellence and innovation. We are currently seeking a highly skilled Account Payable Clerk to join our finance team based in Johannesburg.

[www.qedact.com](http://www.qedact.com)

Apply for this position using the following link:

<https://airtable.com/appCFJjYRM0DH2YnU/shr9zMOfFTuDtGTcB>

QED is an equal-opportunity employer.

If you have yet to be contacted within two weeks of completing the application process, please consider your application unsuccessful.

### Responsibilities:

#### Administration and Supplier Management

- Onboarding of Suppliers
- Maintaining Up to date supplier details of existing and new suppliers.

#### Procurement:

- Processing of all supplier invoices in Acumatica.
- Maintaining preferential procurement details and documents for BBBEE process.

#### Petty Cash:

- Issuing petty cash to staff, capturing in Acumatica and monthly reconciliations.

#### Reporting:

- Monthly reconciliations and any adhoc reports requested by management/ Finance manager.
- Good knowledge on VAT

### Requirements:

- 1-2 years' experience in a similar role
- Fluent in MS Office
- BBBEE experience - an advantage
- Training will be provided on our ERP System - Acumatica
- Attention to detail
- Strong reconciliation skills.
- Ability to work in a team.