



Accounts Payable/Receivable Officer

- Maryborough (Vic) Based
- Full-time permanent position
- Excellent Remuneration Package for the right person
- Dynamic FMCG Manufacturer

True Foods is a modern day success story of the FMCG industry and the home of Simson's Pantry products. Based in Maryborough (Victoria), we are a 100% Australian owned and operated business that prides itself on manufacturing quality speciality bakery products. We produce an impressive suite of products which include: Simson's Pantry Summer Herb, Four Seeds, Black Rice Gluten Free and Premium White and True Foods Not Just Naans, Dipping Breads, Gluten Free Wraps and our Traditional Roti Wraps.

Reporting to the Accountant, this role will also assist with the day-to-day, monthly and year-end operations of the Finance department. You will be an experienced accounts receivable/payable professional who is innovative and always on the lookout for new ways of reducing risks associated with financing whilst ensuring profitability.

This is a key role in assisting with the delivery of high quality and timely support to the various departments within the business by providing various reports, analysis in accordance with the accounting, ATO and corporate standards.

The key requirements of the role includes:

- Processing and allocation of cash payments to suppliers and receipts from customers
- Review and verify invoices and check requests
- Track expenses and process expense reports
- Set up, maintain and manage vendor files and contracts
- Research and resolve invoice discrepancies and issues
- Provide supporting documentation for audits
- Weekly and monthly detailed account analysis and reconciliation
- Assist in month-end closing, prepare journal entries as necessary

Key skills and behaviours required include:

- Your commitment to OH&S
- Experience in accounts/payable
- Basic knowledge of accounting
- Previous exposure to payroll will be highly regarded
- Strong attention to detail and accuracy with clear time management skills
- Willing to accept new challenges and responsibilities as business requirements change
- Ability to work autonomously while fulfilling the requirements of the position
- Hard working and self-motivated with a desire for career advancement through a thirst for knowledge across various departments
- Positive attitude and a team player

You may be required to work outside of normal business hours (8.30am till 5pm) to meet the business needs. Therefore, a flexible and willing approach is required.

For further information please call Helen on (03) 5459 0061 for a confidential discussion.

If you believe you have the necessary skills and experience to fulfil the above role please submit your covering letter and resume quoting AP2018 to careers@truefoods.com.au.