

Tracey Concrete are recruiting for an **Accounts Administrator!**

As the **Accounts Administrator**, you will be responsible for:

- Ensuring that all our customer and supplier invoices are accurate
- Ensuring that customer invoices are issued in a timely manner
- Working on spreadsheets, sales ledgers, and purchase ledgers
- Reconciling financial accounts and direct debits
- Maintaining contact with customers to ensure invoices are cleared for payment
- Resolving queries both internally and externally for any outstanding invoices
- Escalating disputed or complex accounts in a timely fashion
- Ensuring all software system notes are input in a timely and accurate manner
- Following the standardised processes and procedures within the Accounts department to support the overall business objectives
- Any other duties as requested by Management to support the efficient running of the Accounts department

Essential Criteria:

- Previous experience working within an Accounts environment
- Understanding of account reconciliations
- Must be able to work effectively both as part of a team and individually
- Excellent communication skills (both written and verbal skills)
- Competent in Microsoft packages
- Must be able to work under pressure and to tight deadlines
- Excellent customer service skills
- Ability to work on their own initiative
- Have good decision-making skills

Desirable Criteria:

- Business or Accounting qualification
- Sage 1000

Report to: Office & Finance Manager

Working Hours: Monday-Friday 8am-5:00pm

Location: Enniskillen, Co. Fermanagh

Salary: Dependant on experience

TC_Recruitment_0623

This job description is not prescriptive and is an outline of the main duties and responsibilities only. The post holder may be expected to undertake other duties as appropriate to the post, as may be assigned by their supervisor.