



REFRIGERATED LOGISTICS

Accounts Payable Officer- WA Hazelmere Facility

- Full function Accounts Payable role with exposure to complex and interesting work
- Friendly office environment with a close knit team.
- Onsite parking

The Company

AHG Refrigerated Logistics is a major player in the Refrigerated Transport and Cold Storage business. AHG RL has consistently delivered efficient and reliable service to a diverse customer base on time and at temperature - *"Temperature is our business"*

AHG Refrigerated Logistics is Australia's leading refrigerated transport, warehousing and distribution business. The brands of Scotts Refrigerated, Rand Transport, Harris Refrigerated Logistics and JAT form the AHG Refrigerated Logistics Group. The group provides temperature controlled linehaul, warehouse and distribution services to customers across Australia requiring cold chain compliant and time sensitive transport.

A great opportunity has presented to join our Accounts Payable Team based at our Western Australian head office located at Perth Airport (Hazelmere). The successful applicant will be an integral part of the Accounts Team, ensuring timely, accurate payments are made to our suppliers. Our business relies heavily on the services, products and equipment our business partners provide, so ensuring accounts are processed effectively and efficiently is critical in maintaining the strong commercial relationships we currently enjoy.

The Accounts Payable Team form part of the larger national financial management group of the AHG Refrigerated Logistics business, and critically, plays a part in the commercial viability and future success of the business in ensuring strong financial management and processes are maintained.

The Role

This Accounts Payable Officer will be reporting to the Accounts Payable Supervisor. Your duties will include:

- High volume processing of 1000 + invoices per week in a paperless environment
- Maintain account coding and approval flow proposals; ensuring invoices are approved within and paid terms
- Preparing Bpay, Cheque and EFT payment runs
- Reconciliations of supplier statements
- Management and timely resolution of supplier queries
- Petty Cash and Expense claim management
- Maintain suppliers in the system

Your Background

To be considered for this opportunity you should have the following skills and attributes:

- Minimum 2 years experience in a similar full function accounts payable position
- Experience with Microsoft Dynamics AX 2012 R2 (preferred)
- Experience with AP automation and document scanning solutions (preferred)
- Experience with Microsoft Office suite
- Excellent written and verbal communication skills
- Be able to work independently and as an effective team member
- Strong organisational and time management skills

This is an excellent opportunity to join a major player in the Refrigerated Logistics Industry where you will be given the opportunity to gain exposure across a wide range of administrative functions and be part of a supportive and friendly work environment.

If you feel you have the right attributes and a positive attitude, then we would love to hear from you!

Please submit all applications to recruitment@ahgrl.com.au or via Seek <https://bit.ly/2WCAjr6>