

Title: Accounts Payable Officer
Location: Brisbane
Function: Finance/Accounting
Details: Permanent, Full-Time



EDL owns and operates a global portfolio of power stations in Australia, North America and Europe. Our vision is to be the leading global producer of sustainable distributed energy. At EDL, we are playing a key role in the world's transition from traditional energy sources to decarbonised solutions.

The accounts payable officer will provide accounting and payment services to Australian based business units for the EDL group of companies.

Key Areas of Responsibility:

- Responsible for daily processing of accounts payable invoices in Redmap
- Update information on Redmap about Error Invoices as update Supplier code, Cost Centre etc
- Resend all Non-PO invoices to the right Coder in Redmap
- Checking of outstanding invoices
- Weekly and monthly creditor payment runs – EFT, Bpay & Foreign as required
- Vendor maintenance as requested from various sources
- Liaising with creditors for overdue invoices
- Reconciliation of Supplier Accounts
- Managing Supplier enquires and respond to mail box and phone calls
- Process Employee expenses
- Manage & maintain supplier bank details in EFTsure
- Responsible for actively ensuring own health and safety and the safety of others through understanding and implementing workplace health and safety obligations
- Other duties as assigned from time to time by the Accounts Payable Manager
- Support and comply with Company Policies and procedures as advised and documented in the Company's employment policies as amended from time to time and as directed by Managers/Supervisors; and
- Any other duties appropriate to the level and responsibility of the position as required.
- Fulfill all data and reports to the Auditor

Person Specification:

- Strong written and verbal communication skills.
- Effective time management and organisational skills.
- Ability to meet deadlines.
- Attention to detail.

Qualifications and Experience:

- Previous accounts payable and accounting experience.
- Computer literacy essential, including Excel and Word skills to a basic level.
- Experience with Redmap desirable but not essential.
- Previous experience with Pronto accounting system is desirable but not essential.

EDL is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer.



To apply, please send your current resume, referencing VAC0376 in the subject line to hrvacancies@edlenergy.com.