

ACCOUNTS PAYABLE SPECIALIST

Pampanga (with relocation package)



SAIGE
SOLUTIONS

BASIC JOB INFORMATION

Location	Pampanga (onsite)
Work Experience	at least 3 years in handling Accounts Payable (Shared Services environment)
Job Type	Full Time
Salary	Open

QUALIFICATIONS

- Graduate of BS Accountancy, Financial Management, Finance, Mathematics, Economics or other related courses.
- Must have at least three (3) years of experience in handling Accounts Payable in a Shared Services environment
- Must be willing to work / relocate to Pampanga (note: **with relocation package**)
- Amenable with shifting schedule
- Willing to work on holidays and weekends
- Will report to the Finance Operations Manager

RESPONSIBILITIES

- Handle processing and auditing of payments – invoices, vouchers, expense reports, check requests, request for advances etc.
- Prepare AP aging reports
- Verify vendor accounts by reconciling monthly statements and manage credits due if applicable
- Reconcile purchase orders, invoices and receiving documents for invoice entry into accounts payable system
- Maintains historical records of paid invoice documents according to retention schedules.

Email your updated resume to careers@saigecorp.com.