

Payments and Reconciliations Officer – Job Description

Title

Payments and Reconciliations

Reports To

Internal Finance Manager

Summary

The Payments and Reconciliations Officer will be in charge of payments made and the necessary reconciliation of supplier and general ledger accounts. These responsibilities will include generating payment requisitions and ensuring that appropriate authorizations are there prior to the processing of payments. This includes implementing corporate policies and procedures that adhere to the payment requirements. The Payments and Reconciliations Officer will achieve these goals in a cost-effective manner that meet the needs of the Bank. Integrity and the ability to provide value are crucial for this role. Other duties may be assigned as necessary.

Core Competencies

- Goal Oriented
- Communication
- Energy and Stress
- Team Work
- Quality Orientation
- Time Management
- Adaptability / Flexibility
- Creative and Innovative Thinking
- Decision Making and Judgment
- Problem Solving
- Accountability and Dependability
- Ethics and Integrity
- Providing Consultation
- Leadership
- Enforcing Policies and Procedures
- Mathematical Reasoning
- Development and Continual Learning

Job Duties

- Prepare payment requisitions and ensure that they are authorized at the appropriate levels.
- Process the payments.
- Prepare payment schedules and coordinate the payments process with other departments for the purpose of delivering services in conformance with established guidelines.
- Reconcile supplier accounts and resolve any queries that may arise.
- Reconcile account balances for the purpose of maintaining accurate general ledger account balances and complying with related policies, practices and/or regulations.
- Maintain a wide variety of payments information, files and records in written and electronic formats for the purpose of providing an up-to-date reference and audit trail for compliance.

- Respond to written and verbal inquiries for the purpose of providing information and/or direction.

Requirements

- A bachelor's degree in a field such as Business Administration, or Accounting.
- Minimum of 5 years' working experience, a combination of Accounting and Banking
- Proven ability to work in a high paced environment and ability to communicate clearly within and outside of the organization.
- Advanced proficiency with ERP accounting applications.
- Good knowledge of accounting, general/bought/sales ledger, journal entries, and bookkeeping experience.
- Ability to prepare ad hoc reports using Microsoft Excel.
- A flexible team player with a proven ability to work successfully in a matrix reporting environment.
- Creative, forward thinker.
- Data analysis skills required.
- Basic research skills required.
- Effective communication skills with individuals at all levels of the organization.
- Good Communication (verbal and written) and interpersonal skills.
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.
- Able to work efficiently as a part of a team as well as independently.
- Computer literacy, including effective working skills of MS Word, Excel, PowerPoint and e-mail required.
- Ability to use general office equipment.
- Attention to detail in all areas of work.
- Strong problem identification and problem resolution skills.
- Ability to interpret and implement company policies and procedures.
- Motivated individual with proven initiative.
- Professional appearance and manners.