



## Accounts Payable Specialist

**Reporting to:** Accounts Payable Team lead

**Department:** Finance

**Contract Type:** Permanent, Full-Time, Monday – Friday

**Advert Closing Date:** 20<sup>th</sup> March 2024

### ABOUT US

Established in 1979, Codex has grown to be the market leader in the provision of a wide range of office supplies, furniture, and print services across Ireland.

Over the past 40+ years, our organisation has been steadily building on the core values that got us started - **Ambition, Customer First, Innovation, Integrity and Belonging**. Today, we employ over 85 team members around the country, with an annual turnover of over €35 million in 2023 and have ambitious plans to grow further.

### ABOUT THE ROLE

Reporting to the Accounts Payable Team Lead, you will be responsible for the smooth running of the accounts payable function, liaising with vendors on a regular basis and building strong working relationships with key stakeholders within the business.

The ideal candidate for this role will have at least 4 years' experience working within an accounts payable function, in a fast-paced office environment. Have good attention to detail and a can-do attitude is a must as the team will continue to improve processes. Have good communication skills and experience with escalating queries to management or team leader.

### WHAT YOU WILL DO

- Processing all supplier invoices ensuring that they match the purchase orders - circa 1500 invoices across 200 vendors.
- Logging queries internally and externally and bringing them to a successful resolution.
- Escalating issues to the AP team lead and providing weekly updates on progress.
- Managing the AP email ticketing system (Freshdesk) daily.
- Responsibility for ensuring vendors are paid on time and as efficiently as possible.
- Contributing towards accurate cash flow predictions.
- Managing the AP Inbound Electronic Data Interchange (EDI) and successful resolution of any issues that arise.
- Closing off the Purchase Ledger within agreed time frame each month.
- Reconciling supplier accounts monthly.

- Reconciling bank accounts monthly.
- Daily posting of bank transactions.
- Any other ad-hoc duties to assist the Finance Team.

## **WHAT YOU WILL BRING**

- Minimum of 4 years' experience in a similar role.
- Very strong attention to detail.
- Good communication skills and ability to work as part of a team.
- Excellent problem solver.
- Experience implementing new systems/processes.
- Strong initiative.
- Expert knowledge of Microsoft Excel.
- Ability to work under pressure and achieve agreed KPI's.

## **WHAT WE OFFER**

- Salary DOE
- 23 Days Annual Leave + Public Holidays
- 3 Days of Annual Celebratory Leave
- Extensive Family Friendly Policies
- On Site Free Gym Access
- Flexible and Hybrid Working Options
- Company Pension Scheme with Life Assurance
- Educational Assistance Program
- Colleague Reward & Recognition Scheme
- Onsite canteen with coffee, light breakfast and snacks provided.
- Staff parking
- Certified Great Place to Work

**To apply please submit your CV/Resume to [recruitment@codexltd.com](mailto:recruitment@codexltd.com)**

*Due to the high volume of applications received, we regret that we are unable to respond to all applications. Only those suitable for this position will be contacted.*