

ACCOUNTS PAYABLE OFFICER POM BASED

**Join Papua New Guinea's Leading Technology
& Business Solutions Provider!**

THEODIST Limited has been serving Papua New Guinea for more than 50 years and is the Country's leading technology and business solutions provider. Supporting corporate, government, mining, education, and commercial customers nationwide, THEODIST continues to expand its portfolio of innovative products and services.

We are looking for candidates with a strong functional background in accounting, who are detail-oriented and have a proven track record of managing financial records with the utmost accuracy. If you are ready to take on the challenge and contribute to our finance team's success, we invite you to apply for the Accounts Payable Officer position at Theodist.

JOB OVERVIEW: Reporting directly to the Finance Manager, this role is at the heart of our financial operations, ensuring the accuracy and timeliness of all company payments. The Accounts Payable Officer is entrusted with the critical task of managing all outflows of funds with precision and efficiency and is integral to upholding Theodist's financial integrity and ensuring the smooth running of our financial processes.

KEY RESPONSIBILITIES:

- Process and verify supplier invoices and reconcile invoice discrepancies.
- Schedule and prepare payments and manage the payment cycle.
- Maintain accurate records of all accounts payable transactions.
- Work closely with the procurement team to ensure financial policies are adhered to.
- Prepare monthly, quarterly, and annual financial reports related to accounts payable.

QUALIFICATIONS:

- Diploma or Bachelor's degree in Finance, Accounting, or a related field.
- Minimum 2 years of proven experience in an Accounts Payable Officer role.
- Strong understanding of accounting principles and financial reporting.
- Proficiency in accounting software and MS Office Suite.
- Excellent organizational skills and attention to detail. Preferred Attributes:
- A proactive problem-solver with a can-do attitude.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.

WHY JOIN THEODIST?:

- Gain specialized expertise through comprehensive training and mentorship
- Thrive in our collaborative, results-driven culture, surrounded.

WHAT WE OFFER

- Competitive salary package.
- Supportive and collaborative work environment.



How to Apply

If you're a passionate individual who shares our values and wants to make a difference at Theodist Ltd., we'd love to hear from you!

To apply for an open position, please fill out the application form by providing the following information:

- First Name
- Surname
- Email
- Phone
- Position(s) you are applying for (select from the drop-down menu)
- Cover letter & Resume (upload file)

Submit your CV to: jobs@theodist.com.pg

Theodist Ltd. is an equal opportunity employer, and we welcome applications from candidates of all backgrounds and experiences.



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www.theodist.com