

Accounts Payable/Receivable Officer NA

About Us

Airbiz is an international consultancy which provides strategic and planning advice to airports, airlines, design/construct firms, governments, and airport investors. We have offices in Australia, Canada, the USA, the United Kingdom and New Zealand. Our team consists of airport and terminal planners, business analysts, aviation marketing specialists, project facilitators, modelling and simulation experts and creative strategists. We are renowned for our lateral thinking, which results in innovative and cost-effective outcomes. We have completed more than 2,500 projects in over fifty countries world-wide.

Airbiz is an equal opportunity employer which welcomes diverse, and inclusive workplaces.

Learn more about us at www.airbiz.aero

The Opportunity

We are currently seeking an experienced and hands-on Accounts Payable/Receivable Officer to join our corporate team, with the core aim of managing the full function of Accounts Payable and Accounts Receivable for Airbiz Globally. We are looking to appoint an enthusiastic full-time candidate to join our innovative team with an ASAP start.

The successful applicant will be responsible for accounts payable and accounts receivable for our businesses in Australia, New Zealand, Canada, the United Kingdom, and the USA.

Key responsibilities:

- Ensuring all invoices are processed in a timely manner.
- Ensure integrity of the data within the system.
- Set up and maintain supplier/customer information.
- Reconcile supplier/customer accounts and address any discrepancies.
- Address all telephone and e-mail queries received regarding AR and AP invoices.
- Production of AP payment runs.
- AR Billing & Invoicing.
- Follow up outstanding AR accounts.
- Process Superannuation, PAYG, BAS Statement and Payroll Tax.
- Process employee expense claims.
- Reconciliation of Credit Card statements.
- Assist in Balance Sheet Reconciliation.
- Ad hoc administration.

Requirements

The ideal candidate:

- Has experience in a similar role with intermediate or advanced computer skills such as Office 365, SharePoint, DELTEK VantagePoint (Highly advantageous).
- Is positive, friendly, professional attitude.
- Is willing to learn and take on new challenges.
- Can demonstrate initiative, enthusiasm and 'can do' attitude.
- Is Reliable, honest, trustworthy & punctual.
- Is self-motivated, accountable, and willing to take on responsibilities within a team environment.
- Can demonstrate commitment and ability to provide quality work and meet agreed deadlines by prioritising tasks.
- Has good written and oral presentation skills.
- Time management, organizational skills to prioritize work and coordinate deadlines.

Location & Compensation

- This position is to be based in either our Vernon (BC) or Seattle (WA) offices.
- We compensate competitively, commensurate with experience and qualifications and provide a benefits package, annual salary bonus, and flexible work arrangements.

Mentorship and Professional Development

- We are committed to helping you grow as part of a team and will work with you to develop a professional development and mentorship plan. As a small firm, we offer a unique opportunity to work directly with senior staff, including principals and senior managers, for meaningful career development and learning outcomes.

Your application

First Nations people are encouraged to apply for this position.

Your application and CV should be sent to jobs@airbiz.aero with the words "Accounts Payable/Receivable Officer NA" in the subject line. Your application should address how you meet the essential requirements and any of the desirable requirements of the position.

Only applications from individuals with the right to work permanently in Canada/ United States will be considered for this position.