

## Senior Payable Accountant

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Company: Abbott

Location: Vietnam

Category: business-and-financial-operations

### **JOB DESCRIPTION:**

Working location: Flemington Tower, Le Dai Hanh, District 11, HCMC.

### **Core job responsibilities:**

#### **\*Payment process:**

Check documents (3-way matching, adequate approvals) prior to posting invoices into ERP system. Ensure adequate documents, approvals per contract/company policies and valid invoices per current local tax regulations.

Discuss payment issue with departments and line manager. Keep track and closely follow up and solve issue within 15 days. Investigate the root cause and propose solutions / corrective and preventive actions.

Record qualified payment requests into ERP system with correct, appropriate general ledger account number per VAS and GAAP. Capable of dealing with departments on payment issue and following up issue to avoid long pending issue. Settle payments to vendors & CTE claims to employees on invoice due date timely.

Process payments to vendors and employees timely based on weekly payment cycle. Ensure payments to be processed into correct beneficiary's bank information. Highlight overdue payments to line manager.

Review Aging report monthly and make sure invoices are being processed within processing timeline. Provide the proper justification and explanations for the case of

long outstanding.

Propose initiatives to improve and enhance the efficiency and effectiveness of current process and procedure.

Manage original hardcopy of payment documents and avoid the case of loss or missing payment documents.

Prepare KPI report monthly and review late payment cases and propose control actions to improve team performance.

Assist internal, external audit and other ad-hoc when required.

**\*Month-end closing:**

Assist month-end closing with payable account reconciliation.

Explain the movement of relevant accounts and provide the reasons of variances.

Ensure to save sufficient reports/documents/reconciliation evidence monthly.

Follow up with IT team to solve ERP related issues during closing immediately.

**JOB REQUIREMENT:**

Bachelor's degree in Finance/Accounting (or ACCA preferred).

Working experience at Senior role: 4 years, preferably at international environment.

Very high detail-oriented, discipline, especially capable of working under high pressure and workload.

Straightforward, honesty and integrity.

Good communication skills with stakeholders.

Problem solving and result oriented skills.

Intermediate to advance computer software skills.

Good at excel spreadsheet, English.

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