

Position: Payment Officer

Division: Finance

Location: Head Office – Karachi

Required Qualification & Experience:

Minimum bachelors with 2-3 years of relevant experience. Must have excellent knowledge of accounting entries and withholding taxes (Income & Federal/Provincial sales taxes). Should be proficient in MS Office (Excel, Word & Power-Point) with excellent written and verbal communication skills.

Main duties & responsibilities:

- Ensuring all the invoices processed are approved as per authority matrix of the bank.
- Ensuring all supporting documents are available and verifying the same as per the checklist before processing the entries.
- Ensuring all the invoices are recorded in the correct GL account and cost centers with correct tax deductions.
- Ensuring all the accruals are recorded properly in correct GL account and cost centers in the correct period.
- Reconciliation of GL balances on daily basis and leading the clearing of long outstanding payables and advances including following up with internal stakeholders.
- Liaise and coordinate with external and internal auditors and arrange the required information for smooth completion of audit of accounts payable section.
- Communicating with regions and branches for resolving queries relating to accounts payable section in a timely manner.
- Coordinate with reporting team for finalizing the numbers.
- Facilitating Ad hoc requests when required.