

Redfaire is recruiting an Accounts Administrator

Fixed Term Assignment: 9-11 Months

Redfaire is a fast-growing, international technology company headquartered in Limerick, Ireland. Redfaire implements, optimises, and supports users of Oracle ERP. Our goal is to transform the way our clients do business by developing and implementing IT solutions that create value, drive innovation, and reduce overall costs.

We are problem solvers and trusted advisors and are committed to developing long-term, mutually beneficial partnerships with our customers. Our customers work in many industries and range from, large-scale multinationals to ambitious SMBs. What our customers have in common is the strategic use of technology to build a sustainable competitive advantage.

Working as part of the Redfaire finance team, this role supports the accounts payable and employee expense function. This role is a part-time 3 days/24 hours per week position with flexibility on scheduled days available depending on successful candidate availability and team requirements. This role will be predominately based in in our Limerick city centre office with scope for some remote work.

Key Responsibilities of this role will include (but are not limited to):

- Processing all AP invoices on a timely basis, matching to Purchase Orders as required
- Dealing with suppliers on any issues arising - credit notes etc
- Processing employee expenses
- Processing payments to suppliers and issuing remittance statements.
- Calculating and processing intercompany invoices
- Ensuring the correct VAT treatment for invoices across multiple Countries.
- Corresponding with internal business units and Vendors to resolve queries.
- Resolving invoice discrepancies
- Preparing and processing accounts payable payments to Vendors
- Processing receipts from customers
- Reconciliation of Vendor accounts
- Calculating and reconciling supplier accruals
- Support month end tasks such as reconciliations, foreign currency revaluations.
- Support the annual audit.
- Assist with various accounts related projects and ad hoc duties as identified by your manager.
- Providing seasonal support of other functions within the Finance team as required.

Qualifications, Experience & Skills:

- Previous accounts payable and/or general accounting experience in a similar multinational, high-volume environment
- Accounting Technician or part-completed professional qualification desirable but not essential
- Advanced Microsoft Office & Excel skills and a high level of attention to detail
- Excellent verbal & written communication skills
- Proven ability to work as part of a team and capable of working on own initiative.
- Previous JD Edwards experience desirable but not essential



To apply:

Please send your CV to careers@redfaire.com