



Role **Accounts Payable Officer**

Reports to Finance Processing Manager

Location Whangarei

Employment type Full time

Purpose The Accounts Payable Officer is responsible for the accurate and timely processing of supplier invoices and payments. This role plays a key part in maintaining strong supplier relationships and supporting internal teams by ensuring financial transactions are handled efficiently and professionally. The goal is to pay all suppliers accurately and on time, promoting the Accounts Payable Team as a reliable and supportive partner across the business.

Internal and external contacts

Internal

Finance and Administration staff

Northland Maintenance & Projects team

Engineering

Corporate

Other relevant McKay Group personnel

External

Customers

Suppliers

Responsibilities

- Review and verify invoices for accuracy, appropriate documentation, and authorisation
- Prepare and schedule electronic payments in line with payment terms
- Reconcile vendor statements and resolve any discrepancies promptly
- Perform monthly trial balance reconciliations and assist with reporting
- Maintain accurate and organised financial records in accordance with company policy and accounting standards
- Respond to supplier and internal inquiries in a timely and professional manner
- Support the finance team with ad hoc projects and continuous improvement initiatives



Person Specification

Qualifications & Experience:

- Office Administration Certificate or similar qualification (preferred)
- Minimum 5 years' experience in accounts payable, including high-volume invoice processing
- Experience using ERP systems such as NetSuite (preferred)

Skills & Attributes:

- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Strong written and verbal communication skills
- Excellent customer service and professional phone etiquette
- High attention to detail and accuracy
- Strong organisational and time management skills
- Ability to work independently and collaboratively within a team
- Proactive and responsive, with a commitment to meeting deadlines
- Demonstrates initiative and a continuous improvement mindset