



Accounts Payable / Receivable

At The Midfield Group we are committed to the growth and sustainability of our suppliers, our company, customers, and the communities in which we operate as to supply quality Australian products throughout the world.

The Midfield Group is privately owned and operates a true 'Paddock to Plate' experience as we own farms, factories, and distribution as to ensure we retain control of the key elements of the process of getting livestock from paddock to plate.

We are currently seeking an experienced Accounts Payable / Receivable for our office in **Warrnambool**, Victoria.

About the role:

- Accurate processing of Accounts Receivable and Accounts Payable
- Processing credit applications
- Accounts reporting and reconciliation
- Pays vendors; verifying purchase order numbers; scheduling and preparing payments; resolving purchase order, contract, invoice, or payment discrepancies and documentation;
- Verification of vendor accounts by reconciling monthly statements and related transactions
- General administration tasks

About you:

- High level attention to detail
- Excellent time management and organisational skills
- Ability to work autonomously within a team
- Punctual and reliable
- Strong interpersonal, communication (written and verbal)
- Ability to work to deadlines and adopt a measured approach in pressure situations
- Proactive problem solving skills

Experience and Qualifications:

- Previous Accounts Payable and Receivable experience in a similar role would be preferred but not essential
- Accurate data entry skills
- A sound knowledge in Microsoft Word & Excel

What is on offer:

- On the job training
- Secure employment
- Competitive remuneration
- Excellent career development opportunities
- On site canteen, staff discount and parking

If you believe you are suitable for this position, please submit a current resume or directly contact us via email recruitment@midfield.com.au. Please note only shortlisted candidates will be contacted.

The Midfield Group are proud to be an equal opportunity employer.