



Purchases/Sales Accounts Administrator - FINGLAS

We require a Purchases/Sales Accounts Administrator for our branch in Finglas.

Hours: Monday – Thursday 9.00am – 5.00pm
Friday 9.00am – 4.00pm

(Working hours negotiable for right candidate)

The Role:

- Reconciliation of daily cash transactions, resolving issues with the sales team.
- Receipt and allocate customer account payments.
- Receipt and allocate delivered cash transactions.
- Prepare lodgements for banking.
- Arrange change order with bank for till float.
- Maintenance of cash book and petty cash book.
- Record cash collected on daily cash collection schedule.
- Provide customer with copy invoices/ proof of delivery as and when requested.
- Collate weekly invoicing and proof of delivery for large customers as directed by the branch credit controller.
- Provide administrative support to the branch credit controller.
- Check and verify goods inward documentation.
- File delivery dockets, customer remittance etc.
- Monthly petty cash reconciliation.
- Answer telephone.
- Dealing with and allocating post.
- Filing and undertaking other general admin duties as required.
- Other ad hoc reporting when required.

Criteria

- Minimum 2 years' experience in an Accounts environment
- General knowledge of the sales/purchases/ledger books.
- Experience of using Microsoft office and including an accounts computerised system.
- Excellent planning and organisation skills
- Experience of meeting deadlines.
- Self-motivated, and able to work independently
- Excellent attention to detail

Closing date: Friday 30th September 2022

To apply please:
Email CV to: MRice@mbm.ie

[Download application form](#)

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