



GUIDEPOINT

GUIDEPOINT CAREERS

Accounts Payable Clerk

Guidepoint's Finance team not only makes sure the bills get paid on time, but provides the company with innovative solutions to optimising and growing our collective ROI. The team manages and organises financial planning, forecasting, spending, and accounting information to ensure Guidepoint operates smoothly.

What You'll Do:

- Provide excellent customer service to both Advisors and Guidepoint employees
- Serve as point of contact internally and externally for Advisor invoice and payment-related matters
- Manage and process Advisor invoices and payments in a quick and efficient manner while adhering to internal controls and review processes
- Maintain payment profiles in NetSuite
- Ensure invoices have the proper approval
- Research issues regarding vendor payments
- Assist with weekly manual wire payment process (Western Union)
- Provide assistance to extended Accounting and Office Management teams as required
- Contribute to development and maintenance of productive and collaborative team environment
- Work on special projects as needed

What You Have:

- Bachelor's degree in Accounting and Finance
- Up to 1 years' experience of related work experience, accounting experience preferred
- Must take initiative and be highly organised with attention to detail
- Excellent communication and interpersonal skills
- Entrepreneurial environment, autonomy and problem-solving skills
- Ability to work in fast paced environment with a self-starter attitude
- Proficiency in Microsoft Office Suite and Outlook experience preferred
- Ability to prioritise work, consistently meet deadlines and maintain confidentiality
- Desire to learn about the business and for upward mobility
- Fluency in English

What We Offer:

- Competitive compensation
- Possibility to be amongst the first employees in our newly opening office
- Entrepreneurial environment, autonomy and fast decisions
- Casual work environment and compelling people
- Additional employee benefit program developed over time

CONTACT US:

Would you like to be part of our team? Then we look forward to receiving your application by email to hr.athens@guidepoint.com

If you have any questions, contact us by email or by phone at **21 1198 7609**

Visit our site for more opportunities at <https://www.guidepoint.com/careers/>

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