What's it like to be an Accounts Officer?

Accounts Officers coordinate income and expense activities for companies. They are also responsible for bookkeeping, petty cash, employee expenses and reconciling invoices.

Tasks and duties

* Processing invoices.
* Managing petty cash and staff expenses.
* Responding to customer, vendor and employee enquiries.
* Processing payments.
* Reconciling bank statements.
* Providing general administrative support when needed.

If you enjoy working with numbers and you have a knack for details, becoming an accounts officer may be an ideal career choice. An accounts officer processes payments and stays on top of bills that need to be paid. The backbone of the bookkeeping operation of any organization, an accounts officer knows where every penny goes. Monitoring accounts and tracking financial records is a core responsibility of an accounts officer.

An accounts officer manages the financial bookkeeping of a business or organization. Each day, an accounts officer processes invoices, records payments, and track expenses of the organization. In some cases, an accounts officer supervises other staff members who assist with the bookkeeping duties. Attention to detail is paramount. Each expense must be cross-checked with the corresponding invoice, to ensure that the billing is accurate. Communicating with customers is a regular duty of this job. An accounts officer sends bills to customers; processes refunds; interacts with collection agencies on past-due accounts; and, works to resolve billing disputes. Some organizations rely on an accounts officer to create and monitor internal auditing procedures and to solve problem when accounting numbers are not in sync.

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