



Prowash Australia

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Accounts Payable Officer

- **Located in Tullamarine**
- **Immediate Start Available**
- **Progressive Company**

Prowash Australia has become one of the leading suppliers to Australia's growing carwash industry. Australian owned, Prowash provides its customers with the best available chemicals, consumables, parts, ongoing technical service and marketing opportunities that enables car wash operators to be successful.

Located at Tullamarine in modern facilities, we pride ourselves in providing superior customer service and products to the car wash industry.

This position has recently become available and is a fantastic opportunity for a high-energy, Accounts Payable professional.

Reporting to the Business Manager, the role of Accounts Payable Officer will be responsible for

- Efficient and timely processing of supplier invoices for payment
- Processing of company credit card payments
- Management of company E-Tag account
- Maintenance of creditors ledger
- Accurately set-up, record and maintain supplier details into CRM
- Maintain and audit of company asset register
- Process local supplier invoices
- Preparation of local creditor payments

To be considered for this role, we are looking for a person who is an enthusiastic self-starting team player

A high attention to detail, exceptional computer and communication skills combined with previous accounts payable experience in a fast paced environment is essential.

Please send a cover letter and resume recruitment@prowash.com.au