



AgStar PLC is a leading supplier of Agri Inputs and a wide range of fertilizers, seed and planting materials, crop care products and Agri Technologies to the local market with more than two decades of trust. Business growth and expansion have created career opportunity for the following position.

## ACCOUNTS ASSISTANT

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### Key Responsibilities

- Process and verify invoices, ensuring accuracy and compliance with company policies.
- Maintain accounts payable records and prepare payment schedules.
- Reconcile supplier statements and resolve discrepancies in a timely manner.
- Assist in month-end closing by ensuring accounts payable balances are accurate.
- Communicate with suppliers to handle payment-related inquiries.
- Support the finance team with ad hoc tasks and projects as needed.

### Key Requirements

- Diploma or degree in Accounting, Finance, or related field.
- 1-3 years of experience in Accounts Payable or similar roles.
- Proficiency in accounting software (Business Central, SAGE, SAP, or similar).
- Strong understanding of financial principles and accounts payable processes.
- Excellent numerical and analytical skills with keen attention to detail.
- Strong communication and organizational skills.
- Ability to work under pressure and meet deadlines.

### Are you ready to accept our challenge?

An attractive remuneration package along with fringe benefits and career development prospects await the chosen candidate.

For interested candidates, please send your CV with two non-related referees to [CharithaMa@agstaragri.com](mailto:CharithaMa@agstaragri.com) within 14 days of this advertisement.

