

## Accounts Officer

### About Us

For 50 years, Air Radiators has been a top-tier company dedicated to the design and manufacture of heat transfer solutions. We work with major customers in the mining, railway, defence, and government sectors, and we have a solid reputation for providing our customers globally with top-quality products.

As part of Adrad Holdings Limited, an ASX-listed business with headquarters in Australia, we have over 300 employees spread across Australia and Thailand. Operating as a group, we are a market-leading, vertically integrated designer and manufacturer of Original Equipment (OE) industrial radiators and cooling solutions for high-end applications that shape the direction of heat transfer solutions in the future. Join us today and build a career you can be proud of.

### About the Role

Reporting to the Finance and IT Manager, the Accounts Officer will be responsible for general accounting functions and to ensure business transactions happen in an efficient, accurate and timely manner.

As the successful candidate based in Lara, you will be responsible for

- Maintaining records
- Data entry, processing and filing
- Monthly reconciliations
- Coordinate supplier payments on a weekly basis
- Manage monthly, quarterly, and annual period end closes
- Prompt follow up of overdue customer accounts
- Bank reconciliation
- Company credit card reconciliation
- Cashflow
- Responsible for balancing of petty cash and issue resolution
- Administration of CER's, shipments, stock adjustments/write offs

### About You

- 3 years working experience within an Accounts Payable or Accounts Receivable role
- Prior experience in data entry and processing is preferred
- High attention to detail with accurate data entry skills
- Excellent written and verbal communication skills
- Strong numeric and analytical skills
- Enjoy working as part of a team
- Ability to maintain confidentiality and handle sensitive financial information

### How to Apply

Please submit your resume and cover letter to [recruitment@airrads.com.au](mailto:recruitment@airrads.com.au) with Accounts Officer in the subject line.

[www.airradiators.com](http://www.airradiators.com)

