



GrowEnergy LLC

## **Company background**

Grow Energy LLC, a Liberian company 100% funded by the private sector and profit orientated, founded in July 2019. Grow Energy LLC is 96% owned by SWEP Industries S.L, a company that is constituted in Spain. The remaining 4% are shared among private individuals and another Liberian company

SWEP Industries S.L has a contract with Nimba Rubber Incorporated covering the full duration of the concession and beyond that NRI has with the Liberian government. SWEP Industries S.L buys all available and non-producing rubber trees and transforms them into lumber or chips, but both product for export. Grow Energy LLC, on the other hand, acts as the operational pole in this contract. Grow Energy LLC exploit the non-productive trees and convert these into lumber and biomass for the European and Asian market.

Grow Energy is now recruiting for the following full time position to be based at the factory in Firestone for her operations.

## **ACCOUNTS PAYABLE CLERK-2 POSITIONS**

### **Job Summary**

The Accounts payable clerk will be responsible for performing a range of accounting and clerical tasks related to the accounts payable function. This generally includes receiving, processing, and verifying invoices, tracking and recording purchase orders, and processing payments.

The account payable clerk position will also be accountable for collecting timekeeping information, incorporating a variety of deductions into a periodic payroll, and issuing pay and pay related information to employees. We are looking for a qualified account payable clerk to assist in all activities regarding the management of employee compensation in the company. You will undertake a variety of tasks such as entering payroll information, calculating wages and making payments.

The account payable clerk should have great understanding of the concept of confidentiality. She/he should be experienced in entering data with attention to detail and will have good skills to make the necessary calculations. The ideal candidate will be a thorough professional with good communication abilities. The goal is to carry out all payroll procedures with speed and accuracy.

### **Accounts Payable Clerk Job Responsibilities:**

- ❖ Completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices.
- ❖ Reconciles processed work by verifying entries and comparing system reports to balances.
- ❖ Pays vendors by monitoring discount opportunities, scheduling and preparing checks, and resolving purchase order, contract, invoice, or payment discrepancies and documentation.
- ❖ Ensures credit is received for outstanding memos.
- ❖ Issues stop-payments or purchase order amendments.
- ❖ Pays employees by receiving and verifying expense reports and requests for advances; preparing checks.
- ❖ Maintains accounting ledgers by verifying and posting account transactions.
- ❖ Verifies vendor accounts by reconciling monthly statements and related transactions.
- ❖ Maintains historical records by filing documents.
- ❖ Disburses petty cash by recording entry and verifying documentation.
- ❖ Manage compensation packages
- ❖ Collect and verify timekeeping information for all employees
- ❖ Calculate pay according to hours worked incorporating leaves and overtime where necessary
- ❖ Calculate bonuses and commissions when appropriate
- ❖ Manage and calculate taxes and deductions
- ❖ Initiate periodical payments timely either by preparing and administering checks or making direct deposits through a bank payment system
- ❖ Issues statements and invoices and maintain records
- ❖ Update payroll records by entering adjustments on pay rates, employee status changes etc.
- ❖ Calculate severance payments
- ❖ Deal with complaints and questions regarding payroll from employees and upper management
- ❖ Investigate and resolve any discrepancies in payroll
- ❖ Prepare and submit reports with payroll information to supervisor
- ❖ Reports sales taxes by calculating requirements on paid invoices.
- ❖ Protects organization's value by keeping information confidential.
- ❖ Updates job knowledge by participating in educational opportunities.
- ❖ Accomplishes accounting and organization mission by completing related results as needed and
- ❖ Perform other duties as assigned.

### **Skills Required:**

- ❖ Tracking budget expenses
- ❖ Attention to detail
- ❖ Thoroughness

- ❖ Analyzing information
- ❖ Accounting
- ❖ Vendor relationships
- ❖ Computer proficiency
- ❖ Data entry skills

## **Requirements**

- ❖ Proven experience as account payroll clerk
- ❖ Familiarity with general accounting principles
- ❖ Experience in data collection, entry and reporting with great attention to detail and confidentiality
- ❖ Solid knowledge of relevant legislation, policies and regulations
- ❖ Knowledge of relevant accounting software
- ❖ Proficient Microsoft Office knowledge and skills
- ❖ Outstanding organizational and time management skills
- ❖ Excellent communication abilities with aptitude in problem-solving
- ❖ Associate Degree; BSc/BA in accounting/business administration is a plus

**Qualify female are equally encouraged to apply:**

Please send your CV and cover letter in word/PDF to: [n.henry.growenergyliberia@gmail.com](mailto:n.henry.growenergyliberia@gmail.com)

**Deadline for application is February 7, 2020 at 5:PM**