

# Accounts Payable Clerk

SBM Offshore is a world leader in floating production solutions. Our main activities are the design, supply, installation, operation and the life extension of Floating Production, Storage and Offloading (FPSO) vessels. We employ over 4,800 people spread over eight locations, nine operational shore bases and the offshore fleet of vessels worldwide.

Through our local affiliate, Guyana Deep Water Operations Inc. (GDO), we are the Operator of the Liza Destiny FPSO, which will be located in the Stabroek Basin, approximately 200km northeast of Georgetown offshore Guyana.

We are looking for an experienced **Accounts Payable Clerk** to work in our office located in Georgetown.

In this role you will work closely with the Finance and Administration Manager and Cost Controller to ensure invoices are verified and paid. Specific duties include:

- Book supplier invoices: Scan and capture invoices in DB Capture, match invoice with purchase order – accept/reject the invoice;
- Ensure no double payments are made;
- Contact suppliers in case of discrepancy;
- Review suppliers service invoices for accuracy according to the terms & condition;
- Verify expense reports for accuracy, ensure original receipts are provided and only allowable expenses are claimed;
- Create & update vendor bank details;
- Run reports to verify invoices are approved for payment (via electronic invoice approval); prepare payment run;
- Respond to supplier queries on payment status and send remittance advice for local and other currency payments;
- Prepare weekly bank reconciliation, monthly AP listing and cash flow forecast;
- Prepare manual booking for incoming funds, payroll, and bank charges;
- Assist Finance Department colleagues as required.

## QUALIFICATIONS / SKILLS / EXPERIENCE

- Minimum of 2 years' experience in an Accounting function;
- Diploma or certificate in Accounting;
- Proficiency in MS Office Suite, particularly Excel;
- High attention to detail;
- Must be Guyanese living in Guyana.

## WORKING CONDITIONS

- Monday to Friday, 8 hours per day;
- Office located in Georgetown;
- Busy, fast-paced environment.

## COMPENSATION PACKAGE

- Permanent, full-time position;

- Competitive salary;
- Medical and dental benefits.

If you are interested in this exciting opportunity, please submit your CV to:

**The Director**

**Manpower and Recruitment**

**El Dorado Offshore**

**23 Brickdam, Stabroek**

Or email CV to [recruitment.gy@eldoradooffshore.com](mailto:recruitment.gy@eldoradooffshore.com)

**At this time we are seeking candidates who are Guyanese**

We wish to thank all those who apply for their interest, however only those selected for an interview will be contacted.  
For more information on SBM, please visit [www.sbmoffshore.com](http://www.sbmoffshore.com)