

JOB OPENING

DATA
SCIENCE



ACCOUNTS OFFICER

JOB SUMMARY:

The Accounts Officer will be responsible for Assisting the Finance Manager in managing both Accounts Receivable and Accounts Payable functions, ensuring accuracy in financial transactions, and maintaining compliance with company policies and regulatory requirements.

The role involves invoicing, payments processing, reconciliations, and financial reporting to support the company's financial health.

ABOUT US

Aya Data is a leading AI consulting firm helping organizations harness the power of data across industries like healthcare, retail, utilities, agriculture, and geospatial. Our end-to-end services cover data collection, annotation, model development, deployment, and optimization and we pride ourselves on our global reach and world-class AI solutions.

With expertise in computer vision, natural language processing, and statistical modeling, we create cutting-edge solutions—from chatbots to AI-powered farm management. Committed to affordability, security, and quality, we uphold ISO, GDPR, HIPAA, and SOC2 standards, consistently exceeding client expectations in the dynamic world of AI.

RESPONSIBILITIES:

Accounts Receivable

- Prepare and issue customer invoices timely and accurately.
- Follow up on outstanding receivables and ensure timely collections.
- Maintain accurate records of all customer accounts, payments, and credits.
- Reconcile customer accounts and resolve discrepancies.
- Generate and analyze aging reports to monitor overdue accounts.
- Assist in credit control management by assessing customer payment patterns and recommending necessary actions.

Accounts Payable

- Process supplier invoices, ensuring accuracy and proper approvals.
- Prepare payment vouchers and process payments to vendors and suppliers.
- Maintain an up-to-date accounts payable ledger and reconcile supplier accounts.
- Monitor due dates for payments and ensure timely settlements.
- Review and validate staff expense claims and ensure compliance with company policies.
- Reconcile accounts payable transactions and resolve any discrepancies.

General Accounting & Reporting

- Assist in month-end and year-end financial closing activities.
- Prepare bank and account reconciliations.
- Support the Finance Manager in preparing financial reports and statements.
- Ensure proper documentation and filing of financial records.
- Assist in audits by providing necessary documentation and explanations.

QUALIFICATIONS & SKILLS:

- Bachelor's degree in Accounting, Finance, or a related field.
- A minimum of 2-3 years of experience in accounting, with exposure to both accounts payable and receivable.
- Strong knowledge of accounting principles and financial regulations.
- Proficiency in accounting software (e.g., Xero, QuickBooks or similar ERP systems).
- Excellent Microsoft Excel and financial reporting skills.
- Strong attention to detail and accuracy.
- Ability to manage multiple tasks and meet deadlines.
- Excellent communication and interpersonal skills.
- Experience in handling collections and supplier negotiations.
- Strong problem-solving and analytical skills.
- Ability to work independently and as part of a team.
- High level of integrity and professionalism.

Submission Deadline - 9th April 2025

Ready to Get Started?

Interested applicants should submit their applications via this form: Click [HERE](#)

Terms and conditions apply.

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