

ACCOUNTS PAYABLE & CLIENT ACCOUNTING COORDINATOR

Hong Kong

In order to support the exponential growth of Asia business, Phillips is adding new roles and headcounts to its Hong Kong Team.

The Accounts Payable and Client Accounting Coordinator is responsible for administrative tasks related to supporting the accounts payable and client accounting processes for Phillips, Asia. Under supervision of Senior Business Manager, Asia, the Accounts Payable and Client Accounting Coordinator will assist Finance Administrator on keeping track of all payments and expenditures, including invoices, statements for Asia region accurately.

Duties and Responsibilities

Accounts Payable (60%)

- Data input for payment scheduling in the system and ensuring payment is received for outstanding credit; generally responding to all vendor enquiries regarding invoices due.
- Disburses petty cash if any by recording entry; verifying documentation working closely with the Business Manager.
- Sending reminders to the Asia team to submit invoices on time.
- Manage Accounts Payable mailboxes and posting invoices to the internal system on time.
- Being able to provide colleagues an update on which invoices have been paid/not been paid when required.
- Sending reminders to the Asia team to submit invoices on time.

Client Accounting (40%)

- Assist Finance Administrator in creating buyer invoices on-site during the sale seasons.
- Assist client accounting team in receiving payments from buyers.
- Maintaining historical records of invoices in a systematic manner.
- Responding to any buyer invoice queries from colleagues, escalating where necessary.
- Assisting client accounting team to set-up payment for Hong Kong related vendors according to the settlement schedule.
- Any ad hoc duties as assigned by client accounting team.

On-line Sales, Gallery One, and Private Selling Exhibitions

- Work with Finance Administrator to correctly issue buyer invoices with correct information reflected.
 - Work with Finance Administrator to produce seller statements after sales end to all sellers.
 - Work closely with client service colleagues with regards to any buyer invoice queries.
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Professional Skills and Experience

- Minimum 3 years' experience within an auction house Finance/Client Account/Client Services department or similar environment.
- Minimum of 1-2 years working in a similar role and having gained solid accounting knowledge and experience of booking accounting entries.
- Knowledge of NetSuite or another ERP system is a must.

- Experience with MS Office Suite and Outlook
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Education and Training

- Bachelor's Degree (or equivalent) in accounting/finance or equivalent work experience is essential.
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Personal Attributes

- Able to work independently and detailed mind.
 - Fluency in English & Chinese language skills (verbal and written) is essential with additional languages being desirable.
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To apply, please email a resume and cover letter to careersasia@phillips.com.