**Starrus Eco Holdings Limited**

Panda Waste Management Solutions

Ballymount Road Upper

Dublin 24

Ireland

[www.beauparc.ie](http://www.beauparc.ie)

Position: Accounts Payable Specialist

Reports To: Accounts Payable Manager

Location: Millenium Business Park, Ballycoolin, Dublin 11

Type: 1 year contract

**Job Summary**

At Starrus Eco Holdings Limited we are looking for a highly motivated and detail-oriented Accounts Payable Specialist to temporarily backfill an existing AP role and assist with the data clean up and testing and implementation of a new ERP system. This position will play a critical role in ensuring continuity in our accounts payable function during a transitional period while also contributing to the testing and optimization of our new ERP software. The successful candidate will have strong accounts payable experience, excellent problem-solving skills, and the ability to work effectively in a dynamic, fast-paced environment.

**Key responsibilities:**

* Accounts payable backfill responsibilities
	+ Ensure that all invoices are matched to purchase orders and receipts, and escalate discrepancies as needed.
	+ Assist with the preparation and approval of payment batches for vendors.
	+ Respond to vendor inquiries regarding payment status, issues, and discrepancies.
	+ Reconcile vendor accounts and resolve outstanding issues to ensure smooth vendor relationships.
	+ Maintain accurate and up-to-date records of all vendor accounts.
	+ Ensure that all AP transactions are compliant with internal financial controls, policies, and external regulatory standards.
	+ Assist in documentation and audit preparations for external audits
* ERP Testing and Implementation responsibilities
	+ Participate in the testing phase of the new ERP system, specifically in the accounts payable module.
	+ Conduct end-to-end testing of AP workflows, including invoice creation, approval processes, and payment runs.
	+ Identify and document any issues or bugs related to AP processes in the new ERP system.
	+ Collaborate with the IT team, ERP vendor, and other stakeholders to troubleshoot and resolve system-related issues.
	+ Help verify that historical and new AP data is accurately migrated to the new ERP system.
	+ Provide input on how the new ERP system can streamline and improve AP processes.
	+ Assist in creating or refining workflows and best practices for using the new system effectively.
	+ Provide initial support to users post-implementation and help identify areas for improvement.
* Skills Required:
	+ Strong understanding of accounts payable processes and general accounting principles.
	+ Strong attention to detail and accuracy.
	+ Excellent organizational and time-management skills.
	+ Proficient in Microsoft Office Suite (Excel, Word, Outlook) and data entry.
	+ Knowledge of AP software tools and ERP systems.
	+ Good communication skills for interacting with vendors, internal teams, and management.
	+ Ability to work independently and manage competing priorities in a fast-paced environment.
	+ Previous experience with ERP testing, system implementation, or process automation is a plus.

**About Us**

**Join us on the journey**

Over the past 30 years, Beauparc has continued to grow and acquire businesses that all share a very similar vision and set of values. We’re now a group of almost 3,000 people, all contributing to that growth and success.

Whilst Beauparc is the parent company to numerous brands, we all share an ambitious vision for the future. Our primary goal is to ensure the safety and wellbeing of our people and connected partners is front and centre.  As a team, we’re safer together. We deliver our customers with a partnership approach to managing their resources responsibly. We constantly push the boundaries of innovation.  What’s good today can be better tomorrow.

Beauparc is not just a company, it’s a resource recovery business. Over the past three decades we’ve grown and diversified significantly, we believe that great leadership is rooted in strong values. As leaders within this industry, we’re committed to shaping a better future for our friends, families and communities. Our philosophy remains unchanged, balancing customer satisfaction with environmentally sustainable practices. Exceptional customer service, and unwavering dedication to sustainability are the cornerstones of our business.

Our journey is dependent upon talented, passionate, and dedicated people that constantly strive and challenge each other for better outcomes.

Take the first step today and join us on the journey.