



Accounts Payable Associate with Polish

Job description

- Automatic and Manual Payment Proposal and Posting
- Payment Batches
- Clearing of payments suspense account
- Reconciliations of Suspense Accounts
- Direct Debit payments
- Month End Closing Processes
- Booking journal entry
- Maintenance of Excel spreadsheet with operating costs and splitting of invoice
- Master data creation and modification
- Fixed asset
- Posting invoice, payments, master data, journal entries
- Handle the queries/issues as per the requests
- Respond/resolve the issues within deadlines
- Adhere to the escalation matrix and follow up procedures
- Ensuring the reporting metrics in place and delivered as per the schedules

Basic qualifications

- Educational background in economics, accounting or finances - would be a plus
- Very good English and Polish communication skills (written & spoken)
- Experience in accounting or financial area - would be a plus
- General Ledger experience would be a plus
- Ability to be flexible and work analytically in problem-solving environment
- Strong organizational, multi-tasking, and time-management skills
- Team player

We offer

- Competitive salary and wide range of benefits
- A supportive environment and a truly global multicultural platform
- Expanded roles: you will not only be involved in your day to day activities , but also take on additional roles such as trainer, subject matter expert, service excellence focal point or career ambassador
- Private healthcare package, sport card, meal and transportation vouchers