

## Accounts Receivable Intern

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Company: DNV

Location: Gdynia

Category: office-and-administrative-support

The Global Centre Finance delivers high quality services to European countries related to Accounts Payable, Accounts Receivable and Record to Report processes. Services are rendered in close collaboration with the GSS Finance Regional Centers, together developing the Global Shared Service Finance function for DNV.

We are seeking Accounts Receivable Intern for the Global Centre GSS Finance based in Gdynia, Poland.

Accounts Receivable Intern will be reporting to the Team Leader of AR Section. Accounts Receivable Intern will be member of a team of AR accountants, ensuring cash allocation activities are performed on time, accurately and in compliance with corporate guidelines. We are looking for a team player with ability to create an atmosphere of motivation and enthusiasm.

Key Tasks that are performed in AR Section, which gradually Accounts Receivable Intern will learn and support the team with:

Daily cash allocation process to customer accounts

Working with external customers and internal collectors to reconcile any payment/billing discrepancies

Handling all internal and external queries regarding cash allocation/bookings

Ensuring that AR write-offs are properly authorized as per chart of authority before submitting for booking

Reconciling Accounts Receivable Sub-ledger against General Ledger

Spotting errors and making proper corrections

Social events and team-building activities

Supportive and caring culture

Language Lessons Support

Vouchers for Christmas and other occasions

Life insurance

Fruit & vegetables provided to the office twice a week

DNV is an Equal Opportunity Employer and gives consideration for employment to qualified applicants without regard to gender, religion, race, national or ethnic origin, cultural background, social group, disability, sexual orientation, gender identity, marital status, age or political opinion. Diversity is fundamental to our culture and we invite you to be part of this diversity.

A student (or graduate) pursuing a degree in Accounting or Economics/Finance or other business related field.

Excellent English skills required, written and verbal

Previous internship in finance is an advantage

Characteristics of Successful Employees:

Excellent communication skills and cultural awareness

Positive attitude

Detail-oriented

Ability to build good relationships with the Team and different stakeholders

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