

AP Accountant with English/ Foreign Languages

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Company: HTH Recruitment

Location: Łódź

Category: business-and-financial-operations

Job description:

Process supplier invoices by inspecting them against statutory requirements, matching against existing Purchase Order

Resolving supplier queries by account analysis and direct contact with local plant responsible team

Preparation of payment proposal, organizing approval, payment execution and payment file upload to banking system

Outgoing payment and bank statement posting

Sales invoice creation and send out

Incoming cash posting and allocation to customer invoices. Direct contact with customer for payment details and outstanding amounts

Ageing report preparation and follow up

AP, AR and bank account reconciliation at month end

Active participation in new initiatives and process improvement projects

Requirements:

Min 3 years' experience in AP (preferred), AR or other area in BPO / SSC environment

Preferred (not a must) Accounting / Finance degree

Knowledge of accounting standards and IFRS (working in SOx controlled environment will be an asset)

Fluent English or English and another foreign languages

Good knowledge of MS Excel

Possibility to work from 10:00 till 18:00 CET on the ongoing basis

Offer:

Private medical healthcare

Group life insurance

Multisport program

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