

## AR Accountant

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Company: Keywords Studios

Location: Katowice

Category: business-and-financial-operations

### Description

We are currently seeking an experienced AR Accountant to join our Finance team. The successful candidate will be responsible for managing accounts receivable processes efficiently and accurately.

### Requirements

Bachelor's degree in Accounting, Finance, or related field

Proven experience in accounts receivable or similar role (min. 1 year)

Proficiency in NetSuite or similar ERP software

Strong attention to detail and accuracy

Excellent organizational and time management skills

Ability to work independently and as part of a team

Strong communication and interpersonal skills

### Duties and responsibilities

#### Intercompany Invoices/Payments:

Process intercompany invoices accurately and on time.

Reconcile intercompany accounts and ensure compliance with policies.

Coordinate with departments for documentation and payment processing.

### **Bank Reconciliation:**

Reconcile bank statements with internal records regularly.

Investigate and resolve discrepancies promptly.

Prepare reconciliation reports for management review.

### **NetSuite SL Invoices:**

Generate sales invoices accurately in NetSuite.

Coordinate with sales and operations for billing information.

Monitor and track invoice payments and address customer inquiries.

### **NetSuite Credit Control:**

Manage credit control process in NetSuite.

Monitor overdue invoices and follow up for payment.

Communicate with customers regarding payment terms and disputes.

Escalate unresolved issues to management.

### **Benefits**

Medical package

MyBenefit Cafeteria Platform

Employee Assistance Program

Parking space

Hybrid Mode

No Dress Code

Free hot and cold beverages

Chill zone

Keywords Studios is dedicated to following a well-established Equal Opportunities Policy. We endeavour to create a workplace which provides for equal opportunities for all employees and potential employees.

### **PERSONAL DATA PROTECTION POLICY**

Keywords Studios is strongly committed to protecting your personal information. By sending your CV/Resume, you are agreeing to our terms and conditions and consent to your data being managed and retained in accordance with our data privacy and retention policy .

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