

## AR Specialist

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Company: Noble

Location: Gdańsk

Category: office-and-administrative-support

Our Noble Drilling Gdańsk office, which appeared on Tricity map in 2019, is designed to deliver the highest level of services to our Rigs located around the world. Joining us, you will become a part of our team of more than 200 colleagues, all of whom are dedicated to support our fleet, delivering services such as: Finance, Supply Chain, Logistics, Inventory Management, Category Management, Global HR (Crewing, Training, Manning, Employee Cycle, Local HR), Offshore IT, Local IT, Technical HUB, HSSEQ.

You will be working in an environment full of opportunities to grow, where you will feel valued and trusted.

We are seeking a detail-oriented and proactive AR Specialist to join our team. As an AR Specialist, you will be responsible for performing various tasks related to cash allocation and ensuring the accurate and timely processing of financial transactions. Your primary focus will be on reconciling the accounts payable/accounts receivable ledger, resolving deductions, investigating customer queries, processing bank statements, and generating financial statements and reports.

### **Your responsibilities**

Performing all tasks related to cash allocation:

Reconciling the AP/AR ledger to ensure that all payments are accounted for and properly posted

Resolving valid or unauthorized deductions by following pending deductions procedures

Investigating and resolving customer queries

Processing Bank statements transactions in ERP system

Verifying discrepancies and clear unmatched transactions

Generating monthly, quarterly or annual financial statements and reports detailing paid and unpaid invoices and other accounts receivable activity

### **Our requirements**

2+ years of experience in Accounting

Experience in working in international environments

Full professional proficiency of written and oral English required

Experience with MS Office, especially Excel, and ERP systems

Results-and-solution-oriented with an ability to work within a global environment

Good customer service skills and interpersonal skills

Able to work under pressure to strict deadlines

Proactive with a strong drive and integrity

Sound judgement, able to work with limited supervision

High degree of attention to detail

### **What we offer**

Great opportunity to work in an international company that values employees and provides right environment for right people

Hybrid work (3 days from the office, 2 days from home)

Chance to contribute in the high-level service provided to our rigs globally

Office located in well-communicated city area in Gdańsk Centre

Great opportunity to join a group experienced individuals specialized in oil and gas industry

This job position is open in Poland - candidates must have current legal authorisation to live and work in Poland.

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