

Associate, Vendor Accounting Operations

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Company: Point72

Location: Warsaw

Category: office-and-administrative-support

What you 'll do

Process vendor invoices, apply the correct coding, manage due dates, apply the appropriate taxation and batch invoices for payment across multiple countries, including Poland, U.S., U.K., France, Taiwan, Hong Kong, Singapore, Japan and Australia

Independently research, analyze and resolve complex payment and vendor issues and ensure payment failures are identified and resolved quickly

Manage critical payments and their respective timelines without instruction and proactively address issues

Manage and process new suppliers and supplier changes in accordance with firm policy

Collaborate closely with the U.S. team while managing U.S. time zone requirements

Collaborate with the US third party service provider responsible for managing and capturing our invoices through their OCR system, code and send to Workday

Assist in the monthly close process by performing balance sheet reconciliations, identification and explanation of variances and preparation of journal entries

Prepare global filing obligations within required deadlines and in compliance with specific jurisdiction rules, regulations and reporting requirements (e.g., Forms US 1099, 1042, HK IR56M and UK IR35)

Assist in the development, implementation and maintenance of systems, procedures and policies

Prepare cash flow projections

Prepare required information for external and internal audits

Assist with the T&E process, audits, payments and questions

What's required

3-6 years of finance and accounting experience

Experience in accounts payable

Bachelor's degree in accounting or finance

Strong proficiency in computer skills/experience including advanced Excel skills with knowledge of VLOOKUP's, sum ifs and pivot tables

Strong communication skills (English and Polish language verbal and writing skills);

Skillful problem solver, resourceful, enjoys a fast-paced environment, and has strong attention to detail

Strong quantitative analytical skills

Excellent organizational skills and ability to meet deadlines and manage multiple priorities

Strong relationship and customer management skills

Self-motivated, self-reliant with a hands-on approach

Proficient in Microsoft Office 365

Commitment to the highest ethical standards

We take care of our people

We invest in our people, their careers, their health, and their well-being. When you work here, we provide:

Sports card

Private life insurance

Private medical and dental care, with vision allowance

Private pension scheme

Volunteer opportunities

Support for employee-led affinity groups representing women, people of color and the LGBT+ community

Business travel accident insurance

Employee assistance program

Educational assistance reimbursement

About Point72

Point72 Asset Management is a global firm led by Steven Cohen that invests in multiple asset classes and strategies worldwide. Resting on more than a quarter-century of investing experience, we seek to be the industry's premier asset manager through delivering superior risk-adjusted returns, adhering to the highest ethical standards, and offering the greatest opportunities to the industry's brightest talent.

Our Warsaw office gives us access to world-class talent with a reputation for excellence and innovation. We're looking to build an office of subject-matter experts whose fresh perspectives will help evolve our infrastructure and advance the capabilities of our teams.

Learn more at

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