

Billing and Accounts Receivable

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Company: Euroclear

Location: Poland

Category: office-and-administrative-support

Division : Finance

You will be responsible for the supervision of different Euroclear group entities handled within our Finance Service Center (FSC) on different account receivable activities.

You need to be able to supervise and deal with day to day, closing, project, handle many requests in a short amount of time and also be responsible for internal/external client satisfaction.

Key Responsibilities:

- Conduct and control cycle billings for assigned entities
- Understand accounting principles and controls
- Post-closing reconciliation and trend understanding
- Monthly Balance sheet reconciliation process
- Professional internal and external communication, cross team/department collaboration
- Review and improvement of existing process
- Professional contact with external auditors

Your profile:

- Bachelor or Master in finance / accounting
- Knowledge of accounting principles

- Experience with accounts receivable and accounting processes
- Knowledge of banking activities (such as Settlement, safekeeping, etc) is a plus
- Able to work both independently and as part of a team
- Eager to learn, problem analysis and problem solving
- Critical mind-set, strong organization and planning skills
- Ability to work under deadline requirements
- Professional English communication skills are key (ie. corporate language)
- Fluent in English
- Proficiency in Excel (formulas, pivot table)
- Knowledge of an integrated ERP system, preferably Oracle
- Fast learner

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