

## Junior Accounts Payable Accountant

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Company: Arrow Electronics

Location: Gdańsk

Category: office-and-administrative-support

**\*Position:** Junior Accounts Payable Accountant **\*Job Description:** The Junior Accounts Payable Accountant is responsible for processing company invoices, including employee expenses, has a daily contact with suppliers and cooperates closely with other departments at Arrow. Your duties will include but are not restricted to: **\* Registering supplier invoices\*** Investigating supplier invoice disputes on a daily basis **\* Running daily, weekly and monthly reports in Excel and action open queries\*** Reconciliation of Supplier statements and dispute handling **\* Archiving and filing of documents in line with Country legislation\*** Assisting with other accounting jobs as required **\*A FEW THINGS YOU ARE AN EXPERT AT\*\*** Fluency in English **\* Fast learner with the ability to pick up new systems and processes\*** Great attention to detail and multitasking **\* Excellent MS Office skills, particularly Excel (v-lookup, pivot tables)\*** Numerate with accounting knowledge **\* Experience from a similar role would be an advantage\*OUR OFFER\*\*** Permanent contract with 6 months' probation period **\* Interesting career development opportunities in a quickly growing environment\*** Premium Private Medical Program + Dental Care **\* MyBenefit System (including MultiSport card, vouchers)\*** Dynamic environment with a friendly work atmosphere **\* Fully remote recruitment process\*** Remote working options during covid **\*ABOUT US** **\*Arrow Electronics is a global provider of products, services and solutions to industrial and commercial users of electronic components and enterprise computing solutions. With 2016 reported revenue of \$24 billion, Arrow is a Fortune 200 company on the list of US Fortune 500 Company. Working with Arrow puts you in the forefront of technology. Engage and discover the possibilities when you take your career to the unequivocal leader of IT distribution and services. Every day, our teams are**

developing value added solutions that are deployed in thousands of customers to optimize, secure and control their IT infrastructure. \*Location:\* PL-Gdansk, Poland (Aleja Grunwaldzka)  
\*Time Type:\* Full time \*Job Category:\* Accounting/Finance

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