Accounts payables

Your tasks

- Processing of vendor invoices, including purchase orders tracking, accounting entries, on time approvals and posting
- Reconcile the Accounts Payable ledger with General ledger on a monthly basis
- Actively support the monthly, quarterly and yearly closing
- Assist in ad-hoc reporting for the controlling department
- Balance reconciliation with vendors
- Collaborate with the Treasury
- Collaborate with the Procurement
- Communicate with vendors and internal stakeholders whenever required
- Archiving of documents

Your profile

- Bachelor's degree in Accounting or Finance
- Position is suitable for graduates
- Ability to maintain a high degree of confidentiality
- Experienced with MS Excel
- Fluent in English and Slovak, German as advantage
- Logical thinking
- Knowledge of SAP ERP as advantage
- Knowledge of Act No. 395/2002 Coll. about archives and registries as advantage
- Knowledge of Slovak tax and accounting legislation as advantage

Our offer

Ready to drive with Continental? Take the first step and fill in the online application.

Job ID
REF24444T

Field of work
Finance and Controlling

Location
Dolné Vestenice

Leadership level
Leading Self

Job flexibility
Onsite Job

Contact
Ivana Pacindová

Legal Entity
ContiTech Vibration Control Slovakia s.r.o.