

Accounts Payable Accountant - GBS (TM)

Jūsų užduotys

The Accounts Payable Accountant performs invoice processing which includes the indexing and validation of any electronic images of supplier invoices using the Contitech imaging workflow application (e.g., Tangro), communications to vendors on status of their invoices as well as issue resolution, reconciliation of vendors' statement of accounts, and managing Accounts Payable mailbox.

As part of our team, your responsibilities include:

- Perform 3 way matching for PO invoices and 2 way matching for NON PO invoices;
- Process invoices in various queues in Tangro;
- Route NON PO and NON GR invoices for approval;
- Request approval of invoices that were not approved after appropriate notification;
- Process invoices from Tangro to SAP;
- Processing of vendor credit memos;
- Investigate / resolve supplier invoice and payment discrepancies;
- Support resolution of inbound supplier inquiries;
- Contact suppliers to solve discrepancies;
- Review and reconcile vendor statement against AP balances;
- Send request of Statement of Account, if not receive;
- Perform reverse reconciliation for nonresponse from vendor;
- Prepare monthly invoice accruals;
- Responsible for delivering on personal Service Level Agreements, output performance metrics, related Key Performance Indicators, goals, and stated expectations.

Reikalavimai

These are just some of the requirements that would ensure a good integration in our team:

- Bachelor degree in Business or Economics;
- 2-3 years professional experience preferred;
- SAP knowledge is mandatory;
- Advanced English is a must;
- Hungarian and/or German are considered a plus;
- Good organizational skills and an ability to meet strict deadlines.

Mes siūlome

What we offer

Pay for Performance:

- Achievement Bonuses and Rewards;
- Relocation Bonus for non-Timisoara Residents;



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SRL**

- Recommendation Bonuses for new team members;
- Flexibility Program including flexible hours, mobile work and sabbaticals.

Wellbeing:

- Health & Wellness (Private Health Insurance, Life Insurance, Sport activities etc.);
- Different discounts (glasses, tires, medical, shopping);
- In-house restaurant & coffee corners.

Life-Long Learning:

- Technical, Soft Skills & Leadership trainings;
- Dedicated Programs and Conferences;
- Free Language Courses (English, German, French etc);
- Access to e-learning platforms;
- Career development opportunities (local and international);
- Internal development communities (Experts, Agile Community of Practice, Artificial Intelligence etc).

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Apie mus

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