

## Internship in Accounts Payable Department - (GLO0000HF)

Location: Kraków

### Description:

As an Intern, you will be joining the in-house corporate accounting department in one of the best engineering companies. You will take first steps of your career under a supervision and with support of experienced Accountants.

### Specifically, you will:

- Support AP team on everyday basis (including input invoices and various documents into Oracle per established procedures)
- Review clients' invoices
- Prepare simple financial analysis
- Contact other departments, vendors and clients to resolve pending queries
- Support your team in identifying process improvement opportunities.

### Qualifications:

- Status of a student of Finance, Accounting, Controlling or Banking
- Fluency in both written and spoken English
- Good working knowledge of MS Office, especially MS Excel
- Availability to work 35+ hours per week

### The ideal candidate will possess the following skills and experience:

- Previous professional experience in accounting or in an international work environment
- Strong communication and analytical skills
- Ability to effectively organize and prioritize the workload

### We offer:

- 3 months' paid internship (contract of services) with the possibility of extension in our office at 31 Marii Konopnickiej street in Kraków.
- A unique opportunity to work closely and directly with experienced Accountants
- Internal trainings, possibility to get familiar with Oracle system and other accounting software.
- Opportunities to develop your career in a dynamic, growing team.
- Great working atmosphere!

To apply please go to: [Career Section](#)