



## Senior General Accounting Associate

This position will report to the GL Team Leader and will support the execution of General Accounting related activities. Key attributes of this role include:

### Responsibilities:

- Responsible for **monthly, quarterly and annual closing activities** including completion of sub-ledger postings, reconciliations, sub-ledger lockdown, posting to GL, Fixed Assets accounting, Cash accounting and corporate submissions
- Perform and support General Ledger (GL) journal entries postings, GL and cash account review, maintenance and analysis, GL master data change requests, reconciliations, foreign exchange adjustments and corporate required accounting
- Support the execution of activities related to **internal and external audit** requirements
- **Provide periodic internal and external reports** and support ad hoc data request from management or markets
- Responsible for timely reporting of key financials and compliance with Key Performance Indicators (KPIs) and Service Level agreements (SLAs)
- Work closely markets and local accounting teams to resolve discrepancies, issues and queries for related accounting issues in a timely manner by escalating to the Lead Associate as required
- Assist R2R Process Delivery Lead, Team Leader and Global Process Owner (GPO) to identify and implement process improvement initiatives and best practices
- Ensure robust compliance environment with SOX, internal controls, accounting policies and procedures

### Requirements:

- Undergraduate degree in Finance / Accounting
- Minimum 2 years of experience on GL positions in SSC/BPO
- Good computer skills and ERP literacy (e.g. MS Office, SAP)
- Proficiency in English

### We offer:

- Contract of employment
- Learning and developing programs
- Private medical care
- Multisport cards
- Life insurance
- Flexible working hours

If you meet requirements described above, please visit as on our website, pracuj.pl portal or LinkedIn. Only chosen candidates will be asked to participate in this recruitment process.

Please add the clause to your application:

*"I hereby agree to the processing my of personal data provided in this document by Zoetis Polska Sp. z o. o. for realizing the recruitment process for position I applied for."*

or:

*"I hereby agree to the processing my of personal data provided in this document by Zoetis Polska Sp. z o. o. for realizing the recruitment process for additional and future recruitment process".*