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## ACCOUNTS PAYABLE ACCOUNTANT WITH SPANISH/ENGLISH

This position will report to the AP Senior Team Leader and will support the execution of Accounts Payable related activities. Key attributes of this role include:

### Responsibilities:

- Responsible for efficient and accurate processing of a high volume of AP transactions in applicable technology, systems and in a timely manner.
- Manage applicable technology systems and follow procedures for, performing month end activities to include GL and Sub-Ledger reconciliation for Accounts Payable.
- Monitor workflow queues for exceptions, errors, returned APs and urgent requests and work with AP Associates and Lead Associates for resolution.
- Work closely with applicable markets and vendors in relevant areas to resolve queries and issues in a timely manner, answer incoming queries via phone and email.
- Assist P2P Process Manager, Global Process Owner (GPO) and Lead Associate(s) in identifying and implementing process improvement initiatives and best practices within Accounts Payable, Vendor Management and Invoice Processing.

### Requirements:

- Undergraduate degree in Finance / Accounting
- Minimum 1 year of experience on AP positions in SSC/BPO
- Good computer skills and ERP literacy (e.g. MS Office, SAP)
- Proficiency in English

### We offer:

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

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