



Accounting Analyst with English

About Conduent

Through our dedicated associates, Conduent delivers mission-critical services and solutions on behalf of Fortune 100 companies and over 500 governments – creating exceptional outcomes for our clients and the millions of people who count on them.

You have an opportunity to personally thrive, make a difference and be part of a culture where individuality is noticed and valued every day.

Job Description

Key responsibilities:

- Invoicing – Ensure compliance with legal and fiscal requirements, following companies' procedures and policy
- Reconcile Customer accounts and CIT on a monthly basis
- Follow up on open items to ensure timely resolution of underlying transactions or issues
- Day to day operations in assigned area
- Handles customers' queries from back-office perspective
- Provide replies to any ad-hoc requests received from business and other departments
- Adherence to financial policies, controls, and accounting principles
- Performing month end closing
- Continuous process improvement – add value to process
- Meet SLA/KPI
- Perform the Ad-hoc tasks delegated by the Superior

We are looking for candidates with:

- Graduate/Postgraduate with specialization in Accounts
- 1-2 years' experience in O2C background
- Should have excellent communication skills, both written and oral

- Good knowledge of **English** (min. B2 level)
- Strong accounting concepts for all types of accounting transactions is preferred
- Good analytical skills & should have multitasking skills
- Advanced proficiency in designing, developing and maintaining complex spreadsheets in Excel is required
- Process Improvement / Innovation / Transformation experiences
- Ability to set priorities and manage a variety of projects concurrently in a fast-paced environment.
- Must have expertise in Billing & Dealer Claims

What we offer:

- Competitive salary and bonus program
- Employment contract
- Remote work/hybrid model
- Full time Monday to Friday (without night shifts)
- Good opportunities to start professional career
- Work in dynamic international environment
- Daily contact with foreign clients
- Access to comprehensive learning, training and development via our extensive Global learning platform. Opportunity to apply for external professional training and courses that can be co-financed by Conduent.
- Newly refurbished attractive open plan office space in Lodz
- Global Company, international diverse and inclusive environment.
- And our attractive extra's for all our Associates:
 - Private medical care
 - Life insurance
 - Cafeteria plan
 - Sport card/Gym membership
 - Occasional cinema vouchers
 - Co-financing of corrective glasses up to 600 PLN

Closing

Conduent is an Equal Opportunity Employer and considers applicants for all positions without regard to race, color, creed, religion, ancestry, national origin, age, gender identity, gender expression, sex/gender, marital status, sexual orientation, physical or mental disability, medical condition, use of a guide dog or service animal, military/veteran status, citizenship status, basis of genetic information, or any other group protected by law.

People with disabilities who need a reasonable accommodation to apply for or compete for employment with Conduent may request such accommodation(s) by clicking on the following link, completing the accommodation request form, and submitting the request by using the "Submit" button at the bottom of the form. For those using Google Chrome or Mozilla Firefox please download the form first: [click here to access or download the form](#). You may also [click here to access Conduent's ADAAA Accommodation Policy](#).

Osoby zainteresowane prosimy o kontakt mailowy: anita.czepielinda@conduent.com
lub aplikację bezpośrednio przez stronę internetową firmy:

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