

JOB TITLE: Associate, Accounting (AP Analyst)

Location: Gorzów, Polska

OVERVIEW:

About the role:

The purpose of this role is posting invoices and credit note in the Purchase Ledger on timely basis. This role is also required to actively support the Accounts Payable Associate Manager in both routine tasks and process improvements.

Responsibilities:

- Processing intercompany and 3rd party invoices in a timely and accurate manner from return workflow.
- Understanding debit balances and the actions to take.
- Reconciling vendor statements in a timely manner.
- Performing Account Payable reconciliation on monthly basis
- Understanding how PO's have been created.
- Develop customer relationships with internal customers (purchasers- and accounting personnel) and provide a high-quality service to all stakeholders.
- Performing ad-hoc analysis, query management, identification, and resolution of service delivery issues.
- Ensuring the appropriate controls are operational to maintain the quality and integrity of financial information to comply with auditing requirements.

Experience you'll bring:

- Previous experience of working within an accounts payable department for a multi-national organization (or experience in AR/Finance role)
- Previous experience of processing high volume of documents in various currencies
- Knowledge of SAP and Intermediate-advanced MS Excel skills
- Polish and English Languages is a must.

Behaviors you'll need:

- Strong experience of working to deadlines with excellent attention to detail and a sense of urgency
- Ability to manage multiple priorities independently and as a team.
- Good communication skills

About us:

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