Invoice to Pay Analyst - Polish and English Speaker

Meaningful Work From Day One

Serving as a business partner and Subject Matter Expert within the Europe GBS structure, the Invoice to Pay Analyst position is responsible for facilitating, coordinating financial accounting, reporting, and
analytical activities with a focus on communicating quantitative and qualitative information in a clear, accurate, and timely manner. This role is responsible for the Invoice to pay operations in the European
markets, also supporting other countries in Europe and working with the GBS on the improvement activities.

This position will be based in the Poland office of Brown Forman, working under the GBS structure, with possibility to work remotely once a week on Fridays.

What You Can Expect

● ACCOUNTS PAYABLE AND T&E
○ Process PO and Non-PO invoices through the invoice digitization system and SAP Systems
○ Research, analyze, and resolve errors and vendor issues in a timely, accurate and professional manner according to invoice processing standards and compliance
○ Maintain professional and effective communication with internal and external customers in a timely and persistent manner using superior customer service skills.
○ Provide general support for Procure to Pay COUPA processes, ensuring linkage to day to day invoice processing activities.
○ Develop expertise in T&E expenses reimbursement process and system (CONCUR), assist in travel expense reimbursement, spot check on the T&E reports on monthly basis
○ Ensure established financial controls are adhered to and evidence is retained
● B. GBS STAFF AND END USERS TRAINING
○ Responsible for training end users on Accounts Payable and T&E procedures
○ Cross- train with GBS team members, experts
○ Maintain and update documentation (Standard Operating Procedures) and training materials
○ Provide COUPA trainings to the end-users
● C. PROCESS AND PROJECT TASKS
○ Act as an SME (subject matter expert) for the country cluster

○ Test upgrades and enhancements applied to the invoice processing including SAP, COUPA, and other systems.

○ Identify, plan and implement Accounts Payable process improvements to strengthen controls, maximize system resources and improve efficiency and productivity
○ Help to work on the standardization of the processes across Europe
○ Assist GBS management team with special projects, may also include managing projects
● D. VENDOR MASTER DATA AND DISBURSEMENT
○ Maintain Vendor Master Bank information and coordinate any necessary support with the Treasury or Strategic sourcing departments. This includes receiving all banking from both employees and outside vendors. Maintaining a close relationship with the Treasury department to coordinate new bank setups and confirmations, as well as any returned payments.
○ Perform payment runs twice a week: Generate Domestic (ACH transfers, wires, drafts, checks) and International (same but no checks) payments; perform related audits; deliver any required reporting; and troubleshoot/resolve exceptions in a timely and accurate manner.

● E. ANALYSIS/REPORTING
○ Perform quarterly account reconciliations. Ability to analyze and follow up with various BF locations around the globe to resolve outstanding issues.
○ Vendor aging report
○ General support on VAT and other tax reporting.
○ Support the monthly closing activities

What You Bring to the Table

● Education: College/University (Bachelors or Equivalent); Accounting, Finance or Business Administration
● Strong analytical and problem solving skills
● Excellent customer service/communication skills and an ability to develop/maintain effective work relationships with customers at all levels and with other team members
● Proficient in Microsoft Excel
● Experience working with international currencies, taxes, and business processes including determining resolutions to issues, errors, etc.
● High energy level, ability to work independently, and multi-task effectively in a service organization.
● Excellent written & verbal communication skills
● High level of English and Polish in speaking and writing
● Experience in a paperless invoice processing “workflow” environment
● Manufacturing Operations Accounts Payable experience
● Time management
● Strong Analytical skills

What Makes You Unique

● Experience: 2 plus years experience in an automated ERP invoice processing environment, preferably SAP or COUPA

Who We Are

We believe great people build great brands. And we know there is Nothing Better in the Market than a career at Brown-Forman. Being a part of Brown-Forman means you will grow both personally and professionally. You will have the opportunity to solve problems, seize opportunities, and generate bold ideas. You will belong to a place where teamwork matters and where you are encouraged to bring your best self to work.

What We Offer

Total Rewards at Brown-Forman is designed to engage our people to ensure sustainable and profitable growth for generations to come. As a premium spirits company, we offer equitable pay structures for individual and company performance alongside a premium employee experience. We offer a range of premium benefits that reflect our company values and meet the needs of our diverse workforce.