

Invoice to Pay Analyst - English and French Speaker

Quote from Hiring Manager

At Brown Forman we are looking for an Accounts Payable Analyst capable of managing and ensuring the correct application of invoices received, in accordance with the requirements of tax laws, so that they are correctly presented in the Financial Statements. This is a great opportunity to be part of an amazing company and take an active role in analyzing information to identify areas of improvement.

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.

Meaningful Work From Day One

Serving as Accounts Payable Analyst with the EUROPE GBS structure and the French business unit, the Accounts Payable Analyst will act as a point of contact for all the vendor invoice processing and queries. Be a partner to the business as well as vendors. Identify and implement efficiencies; support other payment processing centers.

What You Can Expect

- Process PO and non-PO invoices through the Coupa and SAP Systems.
- Research, analyze, and resolve vendor issues in a timely, accurate and professional manner.
- Review and approve T&E expenses in CONCUR.
- Work with other departments at B-F where needed in support of this function.
- Test upgrades and enhancements applied to the invoice processing and SAP accounts payable system.
- Responsible for training/cross training users on invoice processing procedures
- Maintain and update AP documentation and training materials.
- Generate payments; perform related audits; reporting; and troubleshoot/resolve exceptions in a timely and accurate manner by working with Treasury and other departments.
- Act as a backup to other AP teams
- Perform monthly account reconciliations. Ability to analyze and follow up with various BF locations around the globe to resolve outstanding issues.

What You Bring to the Table

- Relevant experience in an ERP invoice processing environment, preferably SAP or Coupa
- Strong analytical and problem solving skills

- Excellent communication/influencing skills and an ability to develop/maintain effective work relationships with vendors at all levels and with other team members
- Proficient in Microsoft Excel
- Experience working with international currencies, taxes, and business processes including
- Supporting Local Accounting Manager for statutory end reporting closings and relevant audit activities.
- High energy level, ability to work independently, and multi-task effectively in a service organization.
- Ability to work a flexible schedule including extended hours
- Excellent written & verbal communication skills
- Fluent in English and French

What Makes You Unique

- Experience: in a paperless invoice processing “workflow” environment
- Manufacturing Operations Accounts Payable experience
- High degree of accuracy, attention to detail and confidentiality
- Experience with Workday, Concur and G Suite applications is a plus

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.