

K&K Selekt Human Resources Consulting – www.kkselekt.com

Since the year 2000 we have been working for the biggest international corporations and leading companies on the Polish market within a wide range of industries. We specialize in the recruitment of engineers, managerial staff and blue collar workers for production companies, start-ups and greenfield projects. .

For our client, one of a leading international consulting company in the world, in connection with the development of the new branch, we are looking for the Candidates for the position of:

AP Team Member

F/D/RZ/11

Place of work: Rzeszów

General responsibilities:

- Independently perform process activities based on received guidelines and internal policies
- Ensure service delivery in line with agreed controls and procedures
- Ensure service delivery in accordance with the SLA
- Provide data for performance indicators
- Operate within the predefined company's standards for communication and customer service
- Help initiate and support continuous system and process improvement opportunities.

Specification for Accounts Payable:

- Perform control over AP financial data
- Check and post AP documents (invoices, pro-forma invoices, credit notes, payment requests)
- Perform periodic controls of posted transactions
- Identify and ensure vendor master data update/creation
- Communicate with local office administrators and internal customers
- Monitor and ensure timely approval and processing of invoices
- Resolve unposted AP documents
- Understand basic local accounting and tax issues.

Requirements:

- Bachelor's degree or equivalent in Accounting / Business Administration is required
- 1 year of experience in a financial process role, by preference within an international environment
Experience in using SAP (or other ERP) is an advantage
- Good command of English is essential (international environment). Other CE language is preferred (Czech, Hungarian, Polish, Romanian, Slovak or other)
- Good knowledge and understanding of financial processes
- Competent Microsoft Office user (mainly Excel)
- Accurate with a sense of responsibility, customer oriented.

We offer:

- Possibility to participate in an exciting project of creating a new organization in Rzeszów
- Ability to work in an international environment,
- Possibility of development and career progression.

For more information, please call: +48 17 850 41 83

Please note that K&K Selett will get in touch only with selected candidates. Applications including CV in English and cover letter, please send to the address below indicating job.ref. no in the e-mail title.

mariolas@kkselett.com

"I consent to the processing of my personal data included in the resume and cover letter necessary to carry out recruitment processes and selection, in accordance with the Personal Data Protection Act (Dz . U. of 2014 . Pos. 1182 , 1662) carried out by K & K Selett Human Resources Consulting, and by other entities linked to it."