https://jobs.ua/job-assistant-accountant-3716713

Ваш надежный помощник

Assistant Accountant, 14000 грн.

Одесса,

Компания: Ecentria Solutions Odessa

Рубрики: Бухгалтерия, финансы, учет/аудит

Пожелания к сотруднику

Образование:	полное высшее
Опыт работы:	от года
График работы:	удаленная работа

Описание вакансии

We is seeking an experienced Accounts Payable professional to join our team. In this role, you'll have the opportunity to work with one of our clients and their external vendors. Your primary focus will be entering invoices from approximately 200 of their vendors.

Duties & Responsibilities

- Receive invoices from the client's vendors, which are sent via email
- Enter invoice information into the client's order fulfillment system
- Communicate with client's internal departments to help resolve any invoice-related questions

Qualifications, Skills & Requirements

- Minimum of 1 year accounts payable experience, preferably in a small to mid-size manufacturing or distribution company
- Experience with entering a large number of invoices without error is a must (200+ invoices per day)
- Very proficient with using a numeric 10 key in terms of speed and accuracy
- Knowledge of 3 way matching of inventory purchases is preferred
- Accounting software knowledge experience is preferred
- Proficient with using Microsoft Office suite of products, especially Outlook and Excel
- Strong attention to detail
- Good written English communication skills

Feel free to contact:

Skype - join.skype.com/invite/drfcDilvkoez

Telegram - t.me/softesis

FB - facebook.com/maria.belonozhko/

viber 33

Контактная информация

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