

## **Accounts Payable Analyst with French**

### **Responsibilities:**

- Handling supplier account balance reconciliation including bank statement review, G/L recon, GR/IR recon, statement reviews, and open credits
- Handles inquiries with vendors, approvers and internal clients
- Ensures compliance to internal source-to-pay business rules and SOX controls
- Researches invoice, statement, and account issues, looking for over, under or unresolved payments
- Prioritizes processing of invoices requiring immediate attention, including but not limited to utilities, expense reports, and resident refunds

### **Requirements:**

- Economy graduate
- Minimum 2 years experience in an accounts payable position
- Fluent English and French
- Knowledge of accounting principles
- Experience with SAP desirable
- Working knowledge of MS Office tools
- Structured approach to effectively and efficiently planning own workload
- Highly client service and quality oriented mindset
- Problem solving skills
- Excellent communication skills
- Team oriented person who can focus on the details

### **Offer:**

- Private medical care
- Life insurance
- Retirement scheme
- Multisport card
- Service award
- Vacation award
- Attractive compensation