

# Accounts Payable Accountant with Danish

Location: Warsaw

PANDORA, one of the world's largest jewelry brands, is currently looking for an Accounts Payable Accountant for its Financial Shared Service Centre for EMEA Region in Warsaw, willing to support the success of this unique brand.

## ROLE PURPOSE

Ensure that all transactions are processed with efficiency and quality according to predefined standards and work processes. Handle and take ownership of queries from internal customers and vendors in a timely manner.

## MAIN JOB RESPONSIBILITIES

- Build positive working relationships with: SSC Colleagues, Corporate Finance, internal customers and vendors
- Deliver service in line with agreed controls, policies and procedures
- Propose precoding of AP external and internal invoices and send invoice to workflow and investigate reasons for lack of approval
- Process invoices and credit notes
- Handle manual payments
- Reconcile sub-ledger account (Bridging account)
- Prepare documentation for audit
- Handle and register queries from suppliers and Local Organization
- Ensure that feedback is delivered to the supplier and providing details of taken actions
- Daily reconcile suppliers statements and resolve issues
- Analyse of Vendor Aging Report and reduce debit balance on vendor's accounts
- Identify possible improvement in the area of quality of invoices received from suppliers
- Cooperate with suppliers in order to improve the data on the invoice
- Ad hoc request from AP Supervisor or AP Senior Accountants
- Preparing Month End Close reports

## REQUIREMENTS

- University Degree (at least Bachelor degree) in Finance, Accounting or Economics
- Preferably 2-3 years of experience with Accounts Payable and Vendor Query team
- Good knowledge of Microsoft Office tools and particularly in MS Excel,
- **English is a must**
- **Very good knowledge of additional language Danish (C1 level)**
- Knowledge of Microsoft Dynamics AX or similar ERP system will be an asset
- Strong analytical skills with attention to detail
- Strong team player
- Willingness to learn
- Ability to build and establish a good working relationship with colleagues
- Ability to prioritize and manage time wisely in a fast paced environment

We offer the right candidate an opportunity to develop in a global company, a friendly atmosphere, great working conditions as well as an attractive salary and benefits package.

**Life has its moments – make them unforgettable.**

If you want to know more about us, please visit our website: [SSC Career page](#)

If you possess the required competencies and are ready to join a team of passionate individuals, please send us your application before 15.05.2016.

Please remember to include your consent for processing your personal data.

We would like to inform that we will contact only selected candidates.



Professional Development Trainee Development - Platinum

  
UNFORGETTABLE MOMENTS