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AP Accountant with Hungarian in Warsaw

Responsibilities:

- Verification and booking of purchase invoices (PO and non-PO) in accordance with the applicable procedures,
- Reconciliation of Accounts Payable accounts,
- Cooperation with local business entities and vendors in order to resolve AP related issues,
- Accurately and timely preparation of payments proposal,
- Provision of accrual data for reporting purpose,
- Participation in month-end-closing activities,
- Administration and monitoring of AP related documentation to ensure that all procedures are fully respected.

Requirements:

- Fluent Hungarian and very good English,
- Experience 1-2 years,
- Fully independent user of SAP and MS Office environment,
- Able to work independently but also in a team,
- Can-do attitude and problem solving skills,

We offer:

- An attractive salary: 6500–7500 PLN,
- Employment contract,
- Private insurance, private medical care, multisport card,
- Opportunities for development and promotion.

Interested candidates please send your CV to: iwadolowska@devire.pl