

# Front Office Accountant with Hungarian

## Job description

- Support in handling daily transactions
- Collaborate with vendors on resolution of outstanding accounting cases (i.e. rejected invoices, statements of accounts)
- Code and approve invoice exceptions, support transactions and resolve issues
- Follow up on and resolve open balances and inquiries
- Review monthly direct debit reports and advise updates/changes
- Review and approve vendor master data changes
- Support reconciliation of the T&E costs
- Review, control and act on relevant balance sheet account reconciliations
- Debit Balances / Overpayment recoveries
- Handle bank reconciliations

## Candidate

You have strong Hungarian & English skills and at least 1 year of professional experience with Finance, Accounting and SAP. You have excellent analytical skills with a strong attention to detail. Furthermore, you are a team player with a can-do attitude, a flexible approach and an international, service-minded mindset.

## The offer

In addition to operating in a challenging and dynamic, international environment, this role will allow you the unique opportunity to build strong networks within the company and get a good insight into company's business. Joining the company, organization will allow you to leverage and grow your skills in accounting from a variety of perspectives. You will learn about operational excellence and participate in joint, multinational projects and initiatives. The team is characterized by an informal tone and a healthy sense of humor and we invest in people who strive to make an extra effort.

Osoby zainteresowane prosimy o przesłanie aktualnego CV w języku angielskim na adres:

**paulina.tkaczyk@antal.pl**