

## Accounts Payable Specialist with Dutch and English

Fresh graduates/Experiences – finance

Are you looking for a job in an international and stable company? Do you speak Dutch and English? Are you interested in the field of administration and part of accounting? Then we are looking just for you.

### Responsibilities:

- Processing and posting invoices in the SAP system
- Matching purchase orders to invoices
- Responsibility for regular payment run
- Daily communication with clients via email or phone
- Participating in monthly, quarterly and yearly closings
- Close cooperation with other departments
- Regular reporting
- Contribution of implementation of new and updated processes

### Requirements:

- High school/university degree
- Advanced knowledge of Dutch and English
- Very good knowledge of MS Office (mainly Excel)
- Customer service orientation and ability to work under pressure
- Very good communication skills
- Proactivity, responsibility and punctuality

### We Offer:

- International company background
- Opportunity for personal self-realization and growth within a company
- Training and education
- Daily use of languages
- Employee benefits (5 weeks of holiday, bridge days, meal contribution, contribution for pension or life insurance, home office, Cafeteria system of benefits, kindergarten, flexible hours, discounted taxi service etc.)
- New modern work location in Prague

Please send your resumes to [pavla.navarrete@randstad.cz](mailto:pavla.navarrete@randstad.cz) or apply through [Randstad.cz](http://Randstad.cz) job portal.