

READY FOR THE NEXT CHALLENGE.

Polia, Controlling, Corporate Functions

Accountant with English and Serbian, Croatian or Slovenian language (m/f)

Persil



Silan



Purchase to pay (PTP) department is handling incoming supplier invoices and provides services that are linked to the general processes of incoming invoice posting. All invoices for services and goods, materials, marketing are sent electronically to PTP department in SSC Bratislava. If additional information is needed, the PTP accountant contacts the local responsible and after receiving information posts the invoice immediately.

What we offer:

- Process and code supplier invoices
- Reverse invoices for incorrect postings
- Produce daily situation reports
- Ad hoc tasks
- Vendor claim handling
- Vendor dunning letters
- Error inbox processing
- Taking care of posted invoices until ready for payment

Who we are looking for:

- University degree in economic/accounting area or business academy education
- Experience in Accounting department is an advantage
- Active knowledge of ENGLISH language is a MUST
- Knowledge of Serbian, Croatian or Slovenian language would be an advantage
- Accounting knowledge and interest to use it at work
- Good communication skills, attention to detail, problem solving, team player
- Motivated to learn new tasks, energy, drive personality
- Position is suitable for graduates

Henkel Excellence is our Passion

You can apply for the position via www.henkel.com/careers.htm