

Junior/Senior Accounts Payable Accountant with Czech

ID tag 7879
region Prague
location Prague
accommodation not provided

job description Are you experienced in accounting and invoices are your daily bread? Do you speak both - Czech and English? We have multilingual offices and we need new colleagues to join our financial team.

responsibilities The AP - Invoice indexing associate supports the Accounts Payable team. This role supports having systems, documentation, compliance, and reporting in place and supports continuous improvement projects to provide a highly effective and efficient end-to-end process.

we require experience with accounting principles,
fluent in Czech is mandatory (written & spoken),
advanced English language skills,
excellent knowledge of MS Office and SAP is an advantage,
detailed-oriented and punctual,
excellent communication skills,
customer-oriented,
complaint/conflict handling & negotiation skills,
manage prioritization and expectation (internal and external requirement),
ability to work in a team & good interpersonal skills.
ability to work in highly demanding environment with a personal drive to succeed

we offer monthly salary range 38 - 50 000 CZK (depends of seniority)
work in a dynamic international environment
flexible working hours
fully compensated meal vouchers
home office
training and development
extra vacation days
sick days

Randstad contact details Nicol Brunárióvá, +420 778 532 097, communication in English