

Accounts Payable Analyst with German

Date: 06-Mar-2022

Location: Cluj-Napoca, Romania

Company: Alstom

Req ID:227542

Leading societies to a low carbon future, Alstom develops and markets mobility solutions that provide the sustainable foundations for the future of transportation. Our product portfolio ranges from high-speed trains, metros, monorail, and trams to integrated systems, customised services, infrastructure, signalling and digital mobility solutions. Joining us means joining a caring, responsible, and innovative company where more than 70,000 people lead the way to greener and smarter mobility, worldwide.

If you are up to a challenge, we are looking for an:

Accounts Payable Analyst with German

Your role:

Performs end-to-end accounting activities related to the efficient maintenance and processing of accounts payable transactions.

Your high-level challenges:

Operational Performance Management:

- Physical and electronic scanning of all received documents;
- Validates & optimizes supplier templates in the OCR module;
- Checks accuracy of received documents and ensures proper rejection and communication towards the involved parties (e.g. suppliers and business);
- Performs matching for all the trade payables, Intercompany and Intracompany invoices and credit notes;
- Ensures all mismatches are identified and properly communicated to the responsible business counterpart through the available approval tools;
- Processes down payment requests and ensures their clearing when mature;
- Resolves supplier and business queries;
- Prepares accounts reconciliations;
- Processes rejected payments;
- Contributes to the effectiveness of the Accounts Payable processes through the identification of areas for continuous improvement, providing input and information to achieve problem resolution.

Technical/Financial Standards Management:

- Ensures SLA agreements are respected;

- Ensures that all KPIs and targets according to AES are achieved;
- Ensures compliance with the Accounts Payable policies and internal desktop procedures;
- Acts according to the audit control policies.

Would love you to have:

- Education: Degree level qualification;
- Foreign Languages: English – medium/advanced level; German – advanced level;
- 0-1 years of experience in an Accounting/Economic department, of advantage in Accounts Payable accounting;
- Exposure to SAP ERP system is a plus;
- PC literate (Microsoft Office tools).

If we've made you curious and eager to find out more, apply here and let's meet for a chat!

Alstom is the leading company in the mobility sector, solving the most interesting challenges for tomorrow's mobility. That's why we value inquisitive and innovative people who are passionate about working together to reinvent mobility, making it smarter and more sustainable. Day after day, we are building an agile, inclusive and responsible culture, where a diverse group of people are offered opportunities to learn, grow and advance in their careers, with options across functions and geographic locations. Are you ready to join a truly international community of great people on a challenging journey with a tangible impact and purpose?

Equal opportunity statement:

Alstom is an equal opportunity employer committed to creating an inclusive working environment where all our employees are encouraged to reach their full potential, and individual differences are valued and respected. All qualified applicants are considered for employment without regard to race, colour, religion, gender, sexual orientation, gender identity, age, national origin, disability status, or any other characteristic protected by local law.