

## **Accounts Payable Team Leader**

Type: Full Time

Function: Finance

Division: Motorparts - Corporate

Location: Bucharest, Romania

### **DUTIES AND RESPONSIBILITIES:**

Managing the daily input of the accounts payables invoices; Performing the month end closing process and reconciliation of the ledgers;  
Assure daily processing of transactions ensuring no backlogs;  
Ensure the Accounts Payable team are replying to all queries in a timely manner and all queries are dealt with correctly and efficiently;  
Acting as an escalation point for all accounts payable related issues raised by the team members, leadership and suppliers.  
Ensuring the fast resolution of these issues and also finding ways of preventing them from happening again;  
Following control procedures and maintaining operational procedures;  
Regular reporting and analysis to key senior managers in the business;  
Ad-hoc duties to support the business;  
Developing a motivated and energetic team;  
Maintain excellent working relationship with external supplier;  
Performance management of staff and monthly appraisals;  
Actively seeking opportunities for continuous improvement initiatives in cooperation with AP Manager;  
Ensure continuous review, development, and improvement of consistent processes and procedures.  
Initiate changes when required;  
Participate and assist as necessary, in change, improvement and special projects as required;  
Harmonize the processes and procedures across the business;  
SAP key user;  
Support the monthly reporting: AP aging, GRNI, AP past-due, blocked & parked invoices, goods return;  
Support & involvement for business improvement process.

### **REQUIREMENTS:**

#### **Education**

- University Degree in Economic Studies (ASE – Accounting Faculty is a plus)
- ACCA/CIMA enrolment and or certification

#### **Experience**

- A good knowledge & understanding of the Accounts Payable function with a minimum of three years experience managing the Accounts Payable

- Experience in working in a cross functional environment
- Working experience in shared service center, outsourcing industry

## SKILLS

- Fluency in English and other language as French/Spanish/German would be a plus
- Technical (accounting, treasury, VAT within EU is a plus )
- Strong problem solving skills, accounting principles knowledge, documentation skills, research and resolution skills, data analysis and prioritization skills
- Well organized and ability to organize the team
- Strong interpersonal and communication skills to be effective with company management and team members
- Ability to solve urgent matters and work under pressure
- Responsibility, accuracy
- Reliable, active approach
- Confident communicate as this role will involve liaising with various key senior manager of the business
- Proficient in Excel, Outlook, SAP

## **Accounts Payable Specialist with Italian (temporary contract)**

Type: Full Time

Function: Finance

Division: Motorparts - Corporate

Location: Bucharest, Romania

## DUTIES AND RESPONSIBILITIES:

Process of compliant invoices in SAP (as per defined procedures).

- Assist vendors on phone calls
- Reconcile vendor statements, investigate and correct discrepancies
- Responsibility for resolution on invoices parked or blocked for discrepancies
- Work with the Warehouse Managers in case of quantity difference between invoices and delivery notes
- Manage dispute resolution process with vendors
- Support eventual posting adjustments to align the entries to the PO and related book-in
- Check with Logistics when delivery notes have not been entered upon material receipt
- Perform quality controls—the individual demonstrates accuracy, monitors own and others work to ensure quality and apply feedback to improve performance
- Support and provide the requested documentation to the Internal Control Team and to the external Auditors
- Acts as an interface between the Company and the Suppliers; makes sure that the Company's interests are protected in the business relationship with 3rd parties
- Highlights to Management any situation that could lead to production stops at plant level
- Highlights to Management any tentative of fraud- with internal or external initiators

- Review, analyze and solve the goods received not invoiced (GRNI) items as per the target assigned every month;
- Be part of the different meetings and conference calls in order to solve the issues related to GRNI
- Maintain files and documentation (SOP's, Approval Matrix) thoroughly and accurately, in accordance with company policy and accepted accounting practices

#### REQUIREMENTS:

University Degree in Economic Studies (or related)

- Strong accounting knowledge - mainly Accounts Payable area; 2 + years of Accounts Payable experience;
- Fluency in English and Italian
- Other language is a plus
- Experience with SAP is a plus
- Excel skills at an Intermediate level or higher;
- Excellent communication skills for dealing with suppliers
- Team working abilities
- Strong organizational, multi-tasking, and time-management skills
- Ability to work independently and within a team in a fast-paced and high volume environment with emphasis on accuracy and timeliness
- Must be detail oriented and have good basic math skills; professional attitude, reliable
- Ability to communicate effectively verbally and in writing at different levels
- Availability for a full time working schedule

#### **Credit Analyst with German**

Type: Full Time

Function: Finance

Division: Motorparts - Corporate

Location: Bucharest, Romania

#### DUTIES AND RESPONSIBILITIES:

- Responsible for collection of receivables using established collection procedures on a portfolio of customer accounts.
- Maintain a smooth functioning of credit portfolio - supplying responsive, process-effective services to internal and external customers.
- Responsible for ensuring Customer Financial Services metrics are achieved
- Establish and maintain contact with customers concerning past due amounts, payment trends, and other matters related to past due receivables to improve company cash flow.
- Visit, if required or Contact customers on past due items and perform resolution of disputed invoices.
- Interfaces with a variety of functional areas at various business sites related to customer

disputes, invoice copies, proof of deliveries, contract/PO issues, etc.

- Conduct business in a manner that promotes both internal and external customer satisfaction.
- Conducts periodic A/R reviews with the business
- Understand existing policies and procedures (process maps) to ensure compliance for each business unit.
- Review delinquent accounts on a regular basis to determine root causes.
- Propose customer credit limits and payment terms

#### REQUIREMENTS:

- Bachelor Degree, preferably in Economics:
- Minimum 1 year of credit or collections experience; AR; or similar - must have worked with very tight deadlines
- Intermediate knowledge of collections and payments process
- Excellent English & at least an intermediate level in German
- Goal oriented, motivated self-starter, with excellent organizational and analytical skills & the ability to handle multiple tasks.
- Strong PC skills including Excel and experience with other Microsoft Office products: Word, PowerPoint, Outlook, etc.
- Strong problem solving, interpersonal skills