

Chief Accountant

Uchádzača overíme na vašu žiadosť

Očakávaná mzda: **2 700 €**

Cena: **3 240 € bez DPH**

Preferovaná pracovná pozícia

Hlavný účtovník

Preferovaná lokalita

Trenčiansky kraj

Jazyky

Slovensky - Expert (C2)

Anglicky - Stredne pokročilý (B2)

Zručnosti

SAP - Pokročilý, Microsoft Office - Pokročilý, QAD

Pracovné skúsenosti / Work experiences

02/2019 - present

Senior accountant on part time (home office)

Zameranie spoločnosti:

Renting and operating of own or leased real estate

- » manage of whole accounting for UK entity including reporting
- » IC confirmation with sister's plants
- » bank agenda, booking of bank statements, clearing of accounts
- » booking of company credit cards, handling of receipts
- » booking of Petty cash
- » Fixed assets agenda: capitalization, disposals, transfer of assets
- » manage of Physical counting of FA
- » booking of accruals, ID
- » creation of internal procedures related to finance department
- » selfbilling issuing of invoices, AR aging
- » participation on closing and audits
- » usage of Infor LN ERP

02/2016 - present

Chief Accountant

Zameranie spoločnosti:

Manufacture of other parts and accessories for motor vehicles

- » treasury area (preparation of payment plan, working with internet bankings of partner banks, communication with banks, wire of money to suppliers, communication with customers related to treasury area, booking of bank statements, petty cash agenda, company credit card booking)
- » F/A management (capitalization, disposal, transfer of assets, organizing of physical counting, calculation and booking of depreciation)
- » VAT statements (VAT control, calculation, formal correctness, uploading, Control report, Summary check, communication with tax authority office, NL VAT statement support)
- » AP/AR and customs booking (formal check of invoices, coupling with PO, quantity and price correctness, booking of invoices, solving of differences, cooperation with purchasing)
- » reporting (processing of financial reports like cashlow, CAPEX, Fixes asset reports, cooperation with Finance manager on Balance sheet and

P&L report)

- » ECB and statistics report preparation
- » payroll booking
- » support during statutory and internal audits
- » support of Finance manager and leading of team members
- » working in QAD ERP system, support during implementation and migration of data from old ERP into QAD

11/2008 - 01/2016

Senior Treasury and Reporting Specialist /

Zameranie spoločnosti:

Manufacture of non - domestic cooling and ventilation equipment

Senior Treasury and Reporting Specialist (10/2012 - 01/2016)

- » daily, monthly cash flows
- » creation of payment plans
- » payment of supplier invoices
- » communication with suppliers, customers about cash management
- » booking of bank statement
- » communication with banks
- » company cards management (preparing of documents related to company cards, booking of receipts, communication with banks about issuing of new cards, canceling of old ones)
- » cash flow management (direct method, monitoring of incoming and outgoing cash, explanation of variances)
- » cash pool management (daily, monthly reports, contribution to cash pool, calculation of net interest)
- » monthly closing support
- » using of SAP
- » support during internal, statutory audits
- » regularly education, trainings
- » booking in US GAAP
- » IFRS reporting

Fixed Assets and Account Receivables Specialist (11/2008 - 09/2012)

- » preparing of documents for capitalization, retirement, transfer of fixed assets
- » capitalization, retirement, transfer of FA
- » physical counting of FA (preparation, handling of results, reports)
- » monthly closing support
- » regularly education related to FA

- » revaluation of FA
- » calculation of depreciation
- » support during internal, statutory audits
- » booking in US GAAP
- » issuing, canceling of customer invoices, credit and debit memos
- » communication with customers,
- » collection of overdue invoices
- » AR Aging monitoring

Vzdelanie / Education

2004 - 2009

University

Human Resources and Social-economic relations

2005 - 2008

University

Tourism and Travel Services Management

2000 - 2004

Secondary Grammar School

2006

Course: **Double entry booking**