

Contact:

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Accounts Payable (AP)

Accountant

Pioneer
to
Lead

Passion
for
Excellence

Connect
and
Care

ETEX is an international building materials specialist. Headquartered in Belgium since 1905, the family-owned group operates 120 production sites in 42 countries and generates an annual turnover of around 3 billion euro. With the help of more than 12,000 employees, develops and produces a variety of technically and aesthetically superior building materials.

Newly created **Etex Shared Service Center** in Vilnius, under UAB "Eternit Baltic" umbrella, was built on strong Etex experience and global internal needs, to strive to unify shared financial services and to serve efficiently our customers and other stakeholders.

We are on the look out for the **AP Accountant** with a focus on efficiency of our financial services portfolio.

Main functions

- Execute postings of supplier invoices
- Contact person from local business in case of any non-complex issues with AP invoices and payments
- Prepare and review 'payment runs'
- Work closely with local business on posting (input on CC required in case no PO on the invoice)
- First level of investigation and resolution of AP invoice discrepancies and deficiencies (compliance related) with local suppliers, including reminders received
- Cross-functional communication with multiple Etex operation and finance functions
- Communication and reconciliation of outstanding balances with external suppliers in Acct reconciliation tool.

Requirements

- Bachelor's degree in Accounting/Finance or equivalent, or at least 1 year adequate function experience
- Written and verbal fluency in English (other languages knowledge would be an advantage)
- Understanding of accounting practices
- Flexible approach with a strong team spirit
- Professional style when dealing with business clients
- Numerate with a good eye for detail
- IT skills including Excel and Outlook

Benefits proposed:

- Professional team to work with in an international environment and multi-cultural business, exploiting modern working methods and tools
- Clear and honest Performance evaluation
- Health and Accident insurances
- Ability to work flexible hours
- Remote/hybrid work possibility
- Anything needed for your fast development
- Workation – 1 month from any EU country per year
- Parking/transportation compensation
- Many other motivating perks...