

# Vendor Payable Specialist

## JOB SUMMARY

We are looking for a Vendor Payable Specialist, who will be responsible for daily tracking of incoming invoices, checking them against purchase orders and entering them to our accounting system. Vendor Payable Specialist will also be responsible for communications with RFE/RL's local corporate banking partner.

## RESPONSIBILITIES

- Tracks incoming invoices, checks them against purchase orders, enters them into the accounting system.
- Processes payments for incoming invoices.
- Accounts other vouchers into General Ledger.
- Write-offs - Accounts for expenses to the respective period.
- Analyses "zero balance accounts" (non-expense accounts).
- Bank Accounts Reconciliation – accounts for all bank account transactions.
- Administers telephone accruals for respective period expenses for all departments.
- Provides Cashier Office Duties.

## MINIMUM QUALIFICATIONS

### **Education:**

- Accounting & finance or related field, Secondary education (Maturita)

### **Work Experience:**

- Up to 2 years of previous accounting experience

### **Competencies:**

- Accuracy and detail orientation
- Dependability & reliability
- Client orientation
- Very good end-user knowledge of MS Office applications.
- Experience providing cashiers' office duties (receipt and release of cash, currency exchange services etc.)
- Experience with vendor payments processing.
- Familiarity with PeopleSoft considered a plus

### **Languages:**

- Czech language Proficient
- English language Working Knowledge Oral + Written