



Accounts Payable with French

Requirements:

- Fluency in French and English
- Preferably graduated in Economic studies
- 1 year experience of working preferably in a shared service or back office environment in Procure to pay area
- Working knowledge with respect to European tax and statutory compliance
- Prior experience of transition of financial processes from offshore location will benefit.
- Working knowledge of the ERP (oracle 11i) is preferred;
- Excellent communication skills
- Thinking process – Be proactive, ask and perform work.
- Planning – Ability to plan the steps to be taken to achieve objectives
- Accountability – Taking personal responsibility for actions

Main responsibilities:

- Working experience and knowledge of the end-to-end – Accounts Payable process in a shared services environment.
- ERP experience in AP process (oracle 11i)
- Ability to grasp clients business, process, policies and procedures quickly and perform the activity and role assigned.
- Understanding the agreed and defined Service Level Agreements
- Recommend process improvements and ideas to Supervisor
- Prepare query & errors logs / Dashboards and recommend solutions for closure.
 - Handling calls and emails related to vendors and employees on query regarding invoice processing, payment.
- Perform vendor reconciliation, PO analysis and month end reports.
- Prepares query & errors logs/ dashboards and recommend solutions for closure