



## Accounts Receivable with French

- **Ideal Candidate**

- Fluency in English and French
- Preferably graduated in Economic studies
- At least 1 year experience of working preferably in a shared service, BPO, back office environment in Procure to pay/ AR/ Finance area
- Working knowledge with respect to European tax and statutory compliance
- Prior experience of transition of financial processes from offshore location will benefit
- Excellent communication skills
- Thinking process
- Planning skills
- Ability to plan the steps to be taken to achieve objectives
- Accountability
- Taking personal responsibility for actions
- Being able to work good within a team

**Responsibilities:**

- Gather documentation and approvals and initiate Credit Requests
- Initiate customer billing
- Provide input on unidentified payments for an accurate Cash Application
- Cash Reconciliation and Other Periodic Activities
- Past Due & Collections activities
- Manage Month End Closing Activities
- Manage Write-offs and Customer Disputes

- Support for Escalations and Processing Service Requests/Inquiries
- AR specific Reporting
- Monitor and investigate blocked orders and give collection input for unblocking
- Maintain the customer information database up to date

- **Benefits:**

- Opportunity to work in a fast growing company and in a multinational environment
- Opportunity to grow in the organization and build a successful career path
- Relocation assistance
- Access to a variety of benefits available through a flexible package that can be customized depending on each employees' needs
- Personal and professional development through a variety of training programs (hard/soft skills)