



## **Greek Speaker Financial Accountant - RTR**

ES-14311

Currently, we are looking for our new Greek Speaker Financial Accountant, who will perform specific accounting and financial transactions in connection with our client's business activities providing an effective service on behalf of Our Partner to client's legal and statutory requirements, agreed company processes and Service Level Agreements.

### **Tasks:**

#### Delivery

- Handling daily volume/target of transactions
- Resolving customer/Third Party queries via e-mail or phone
- Adhering to standard operating procedures/training manuals while executing the task
- Ensuring compliance on the quality of deliverables
- Whenever it is a process update/change, ensuring that is incorporated in SOP with appropriate change management
- Effectively and timely communicating issues among internal and external stakeholders, building up constructive relationships with offshore teams
- Identify and recommend process to the continuous improvement opportunities
- To be trained and act as back-up when required and/or as directed by the supervisor
- Comply to internal requirements, accomplish required activities as per deadlines
- Understanding of end to end accounting process cycle
- Timeliness & accuracy for processing, receiving and validating requests, maintenance of master data, validation of requests Vs. organizational policies in accurate manner
- Follow up of open items
- Following escalation matrix provided by customer for open items
- Statement reconciliations
- Perform peer to peer quality check to limit processing errors
- Adhere to customer wise contractual commitment

#### Business Partnership

- Liaise with internal and external stakeholders to resolve queries as necessary

- Foster and maintain high level of communication within own team and with other members
- Foster and maintain good business relationships with all stakeholders
- Attending weekly calls and other business communications with the client's local team, as necessary

#### Additional tasks

- Might be required to travel to client location(s) on DD (Due diligence) or KT (Onsite Knowledge transfer) or to be part of client meetings
- Provides assistance within the agreed framework in case of any ad-hoc request raised by the client
- Comply with internal requirements, respond to the queries / requests of the team leader, project manager and / or the other internal supervisor regarding internal administrative tasks such as time sheet completion, performance management etc.
- Support the Team Leader by providing the requested data / information regarding the internal and external reporting
- Other tasks that are related to the position and are assigned by the supervisor including working in any other language(s) spoken at the required level
- Associate might be required to be trained and act as backup of other activities
- Shall not disclose any confidential information in respect to the affairs of the Company to any unauthorized person;
- Performs any other administrative or non-administrative duties as assigned by any representatives of the Company from time to time either through direct written order or by oral assignment.

#### Domain specific

- Prepares journal entries; maintains and reconciles ledger accounts
- Balances books or accounts and prepares profit/loss, income and balance sheet statements
- Reviews and verifies the accuracy of journal entries and accounting classifications assigned to various records
- Prepares and analyzes financial statements and monthly reports
- Prepares balance sheet reconciliation and margin trend analysis
- Assists with audits by providing supporting records and documentation
- Conducts studies and develops solutions for improving accounting processes
- Prepares and analyzes tax records and reports
- Prepares local, state and federal tax returns
- Assists in preparing statistical and financial reports
- Maintains records and performs miscellaneous tax assignments
- All other duties as assigned

#### **Requirements:**

- 2 years of relevant experience in RTR (accounting)
- Strong analytical skills
- Graduate or equivalent in Finance and Accounting
- Good Communication skills
- Working experience of an ERP is mandatory
- Strong Microsoft Office knowledge (Excel and PowerPoint)

- Business proficiency in Greek and in English language

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**Our Partner offers:**

- In our Partner's Shared Service Center you can taste the world by working together with 99 nationalities.
- This position belongs to the BPS (Business Process Solutions) unit. This unit is helping enterprises achieve significant and sustained business outcomes by leveraging our deep domain expertise and operations.
- Career growth opportunities: 70%+ of leadership roles fulfilled by internal promotions
- The opportunity to work on different Finance and Accounting (F&A) management processes across different industries
- Get trained on various competencies and skills
- A great diversity of cultures
- Language courses and training
- On-site relax & gym room
- Volunteering, sport and employee events

Location: Budapest