



Romanian Speaking Financial Accountant

ES-13835

Currently, we are looking for our partner company's new **Romanian Speaker Senior Financial Accountant - P2P**, who will perform specific accounting transactions in connection with the business activities.

Analytical skills and a result-oriented mindset are required to meet quality and productivity standards set by the client.

HOW WILL YOU MAKE AN IMPACT?

Delivery

- Handling daily volume/target of transactions
- Resolving customer queries via e-mail or phone
- 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
- Understanding of end to end AP and AR process cycle
- Timeliness & accuracy for processing, receiving, and validating requests, maintenance of master data, validation of requests Vs. organizational policies in accurate manner
- Handle queries from customer / third party stakeholders
- 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 commitments

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 TCS 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 TCS 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

Domain specific

- Understanding of procure to pay cycle
- Timeliness & accuracy for processing of the invoices - receiving and validating invoices, posting of invoices, request for new vendors or for changing the vendors in a prompt and accurate manner
- Account Reconciliations - reconcile & clear the vendor and other payables related accounts,
- Payment Processing - execute / check payment run, identify amendments / additions / removals if necessary and correspond with respective parties for approval purposes.
- Issue Handling - respond to vendor queries via phone & email. Handle invoice and vendor related issues in cooperation with internal/external stakeholders.
- Administer sales contract and order processing for the respective country in coordination with Client Service

- Prepare billing runs and perform month-end activities related to revenue and receivables
- Work with other teams for the respective country on revenue-related tasks, including:
 - Customer invoicing
 - Credit management
 - Issue resolution and dispute management
 - Customer credit verification (if relevant for the respective country)
- Provide regional input on revenue reporting
- Ensure regional statutory compliance related to revenue accounting as per guideline provided by the on shore finance partners
- Assist with any IT projects pertaining to revenue processes for respective country/region
- Follow-up on overdue invoices from the client's customers in respective country.
- Support the cash application team with information regarding unapplied cash
- Strict adherence to monthly cut off deadlines to ensure smooth closure of month and quarter.
- Preparation and analysis of monthly results
- Handling disputes and resolution

ARE YOU A GOOD FIT?

- 1-3 years of relevant experience in accounting
- Strong analytical skills
- Graduate or equivalent in Finance and Accounting
- Good Communication skills
- Working experience of an ERP preferred
- Strong Microsoft Office knowledge (Excel and Powerpoint)
- Business proficiency in Romanian language is required

Advantages

Knowledge of the used business systems and capabilities desirable