



## **RTP Supervisor**

ES-14329

Our Partner is looking for an **RTP Supervisor**

### **Main responsibilities, scope of activities:**

- Ensures that tasks are delivered as per the requirements of SLA (Service Level Agreement) and SOP (Standard Operating Procedure)
- Communicates with Entity (Customer) Accountants and Managers to address questions and issues
- Interacts with other Departments such as Procurement, Treasury and Receiving to resolve issues
- Prepares ad-hoc and regular analysis as requested by Stream Manager and Entity(Customer) Management
- Conducts regular meetings with Entities (Customer)
- Plays an important role as second level escalation contact point.
- Assists Stream Manager and Site Manager by identifying continuous improvement opportunities
- Takes responsibilities in scope of improvement projects

### **People Management Responsibilities:**

- Monitors the day to day work of the RTP Team
- Assist RTP Manager in resource planning and development activities
- Tracks direct report's development and updates their skill matrix
- Creates personal carrier plans
- Regularly has one-to-ones with team members
- Coaches, motivates and supports team members for their continuous development
- Interviews candidates and takes part in evaluation process.

- Regularly and ad-hoc reports people management related issues to RTP Leadership
- Recognize successes in the team at first level, works with RTP Leadership for recognition of successful team members at higher levels.
- Regularly provides performance reviews to RTP Leadership
- Monitors low-performing team members and creates detailed performance and training review sheets.
- Cooperates with HR and RTP Leadership for developing and monitoring training plans and their completeness in a given time frame.

### **Payment Processing Responsibilities:**

- Reviews and approves 3rd party payments at first level; Treasury Payments at first level; Payment Maintenance
- Reviews and approves Travel & Expense payments at first level and intercompany Netting payments in BA Direct.
- Reviews and verifies wire payments in online banking platforms systems at first level
- Reviews and approves Debit & Credit adjustments (payment rejections, reversals, refunds etc)
- Identifies & Resolves Payment Discrepancies
- Performs Payment Reconciliations (e.g., Daily, Period, Yearly)

### **SOX Compliance Responsibilities:**

- Ensures that Internal control documentation are updated .
- Ensures all processes comply with policies and procedures and reports all possible incompliance to RTP Leadership.
- Execute any further requests the RTP Manager assigns to RTP Supervisor.

### **Required competencies:**

- Outstanding communication skill and people management skills
- Math Ability, Reasoning Ability, Problem solving
- Knowledge of AP processes and procedures coupled with a track record in managing relationships and SOX compliance
- Ability to understand and operate the Microsoft Office software programs.
- Ability to understand and operate the SSC's ERP Accounts Payable module.

Required education and trainings to the position:

- College diploma is required with a degree in Accounting. Three years of related AP experience.

**What our Partner offers:**

- Career opportunity
- Competitive salary and compensation package
- Modern, dynamic work environment
- Partial HO opportunity

Location: Budapest