

For a client in The Hague, Netherlands, Start People is looking for a:

## **Accounts Payable Analyst (m/f) (native Spanish)**

### **Jobdescription**

- Focal point for European suppliers related to material, technical assistance and inspection invoice matters.
- Responsible for controlling/registration/distribution of European material and technical assistance invoices and check if these are in accordance with our invoicing instructions.
- Review and enter Freight forwarder's invoices directly into SAP.
- Responsible for the handling of bank guarantees and entry of the GR to release payment.
- Analyze invoices and identify/resolve all discrepancies between the invoice and the Purchase Order.
- Review/resolve past due invoices against SAP, ensuring GR, Bank information and correct unit pricing is in agreement.
- Resolve past due clients account payable invoices to various vendors/suppliers.
- Resolving and reporting invoice and/or payment problems.
- Coordinate manual review of GR information and Purchase Order value corrections with Traffic Department.
- Prepare a weekly payment list (reporting project payment progress) to be submitted to clients S.A.
- Coordinate with clients Accounts Payable on payment list and ACH/ire transfer request/issues.
- Follow-up on material receipt to enable invoice processing.
- Credit collection from suppliers for funds outstanding in favour of clients S.A.
- Providing assistance to the international buyers concerning invoice related problems.
- Electronic filing of invoices and related matters.
- Prepare and report invoice statistics.
- Prepare 15 cash forecasts on a weekly basis.
- Analyze invoices to determinate if tolerance or revised MR's are needed. Communicate with the necessary party in order to resolve these cases.

### **What do we offer**

This long-term position provides administrative support and assistance to clients Accounts Payable and Treasury Departments, international buyers and suppliers in relation to global invoicing. Salary according to the clients rate.

### **Your Profile**

Bachelor Degree (Finance), HBO or at least 5 years of work experience in a similar position. Knowledge of accounting/financial controlling. The person needs to be accurate and have good analytical skills. Knowledge of SAP, Exact, Lotus Notes, Microsoft Office (Excel, Word, Power Point). Good communication skills in Spanish/English, both in written and verbal (Dutch is a plus).

### **Start People International Recruitment, Netherlands**

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