

SUBJECT: Communication - Announcement

ACCOUNTING COORDINATOR (M/F)

Our VIAC (Votalia International Accounting Center) Department is looking for an **Accounting Coordinator**, who will have the following responsibilities:

- **Accounts payable for France and Guyana:**
 - Assemble invoices to be completed for payment (~400 invoices per month);
 - Close contact with the departments to follow up the purchasing process;
 - Understand VAT accounting and other taxes;
 - Analyse and control creditors sub-ledger;
 - Short term cash forecast;

- **Banks for France and Guyana:**
 - Post the bank entries for the different entities (~70 bank accounts);
 - Reconcile bank statements;

- **Team coordination and optimization:**
 - Able to coordinate a small team;
 - Initiate and Manage improvement projects.

BUSINESS LINE
Finance & Administration

DEPARTMENT
VIAC

JOB TITLE
Accounting Coordinator

LOCATION
Porto, Portugal

STARTING DATE
March 2021

SUBJECT: Communication - Announcement

QUALIFICATIONS:

The ideal candidate will have/ be:

- Degree in Accounting, Management or Economics;
- Minimum 3 years of experience as Accountant;
- Accounting ERP Knowledge: SAP or IFS;
- English is mandatory (French would be a plus);
- Advanced Excel know-how.

Key Skills:

- Resilient;
- Team player;
- Autonomous & Accurate;
- Time management;
- Used to work in multinational environment.

BUSINESS LINE

Finance & Administration

DEPARTMENT

VIAC

JOB TITLE

Accounting Coordinator

LOCATION

Porto, Portugal

STARTING DATE

March 2021

If you are interested in this career opportunity, please send us your CV to voltaliarecruits@votalia.com, with the subject "02.2021 – Accounting Coordinator".