



**Title:** Account Payable Specialist

**Reports to:** Adelina Serban

**Location:** Romania | Cluj

## Job Description Accounts Payable

Perform accounting and clerical duties related to the efficient maintenance and processing of accounts payable transactions. Team player and high attention to details. Account payable role may include following developments: fix assets, cash book, team lead activities.

### 1. Scope of Role:

- assemble, review, and verify invoices and check requests.
- flag and clarify any unusual or questionable invoice items or prices.
- sort, code, and match invoices
- set invoices up for payment.
- enter and upload invoices into Oracle.
- track expenses and process expense reports
- prepare and process electronic transfers and payments.
- prepare and perform check runs.
- reconcile accounts payable transactions.
- monitor accounts to ensure payments are up to date.
- assist with month end closing.
- maintain confidentiality of organizational information.
- maintain accurate historical records.



- correspond with vendors and respond to inquiries.

## 2. Key Skills

- knowledge of general accounting terminology.
- knowledge of relevant accounting software (not a must).
- organizing and prioritizing
- attention to detail and accuracy.
- confidentiality
- communication skills
- vendor relationship skills
- problem analysis and problem-solving skills
- teamwork and team player.
- professional integrity.
- ability to meet deadlines.
- computer literate.

## 3. Security Compliance

Employees are required to maintain compliance with FOUNDEVER's safety, security, and privacy programs. Responsible for being an active participant in the FOUNDEVER's safety, security, and privacy programs to protect FOUNDEVER's business operations, facilities, and physical and intellectual property and to ensure a safe and secure working environment for all FOUNDEVER's employees.

## 4. Ethics Compliance

Foundever is firmly committed to conducting business in compliance with the letter and spirit of the law and other accepted standards of business conduct as reflected in the company's policies. Employees are always encouraged to observe the highest standards of



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professionalism and are expected to adhere to Foundever policies on ethics and integrity.