



E. ON Business Services Cluj, Department: Accounts Payable, Location: Cluj-Napoca, internal and external hiring

Accounts Payable Associate (Hungarian speaker)

Responsibilities

Functional Responsibilities:

- Process incoming invoices, reminders, final demands according to the process documentation
- Double-check payments proposals and execute payment runs
- Performs corrections on demand
- Handles e-mails and calls from business units and vendors
- Assures KPIs and SLAs are met
- Contributes towards improvement initiatives
- Brings forward ideas
- Performs other specific Accounts Payable related activities as required by the Team Leader

Qualifications

Education / Training:

- University Degree - preferred. (Economic studies represent an advantage)

Professional Experience:

- Basic knowledge of principles, practices, regulations, and procedures as they relate to purchasing and accounts payable.
- Knowledge of the application of data processing techniques to accounting systems.

Languages:

- English (Medium level). Hungarian language is a must (Advanced level).

Basic personal skills:

- Team player
- Customer oriented

To apply please access the following link, using your token:

http://intranet.eon.beesite.de/search_ro_ro.html?roChannel=1 on HR online page

E.ON is committed to equal opportunities and actively promotes diversity, equality and flexibility.

At a glance

Reference no:	84677
Contract term:	Permanent
Preferred start:	18.12.2017
Closing date:	22.11.2017
Salary:	According to company's pay scale policy

Get in touch

For questions regarding this position please contact: IULIA-ELISABETA STEFAN (iulia-elisabeta.stefan@eon.com). For technical or process related issues please access: HR Direct, email: HRdirect.ro@eon.com, phone: 0365.403.770; VoIP 657.770.

**Discover
the oppor-
tunities.**

e.on

**Your energy shapes the
future**

Reference no: 84677