

Accountant

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Company: startpeople

Location: Belgium

Category: office-and-administrative-support

Job description

Key Responsibilities:

Serve as the primary point of contact between our organization and our outsourced accounting firm.

Set up accounting processes and ensure that all these processes are accurate, efficient, and automated. (i.e., vendor management process, credit card process, expense note process, vendor invoice approval...)

Work closely with our accounting team to ensure that all accounting data is accurate and up-to-date.

Coordinate with other departments within our organization to ensure that accounting data is accurately captured and reported.

Monitor accounting transactions to identify errors or discrepancies, and work with the outsourced accounting firm to resolve them.

Respond to vendor and customer inquiries and resolve any accounts payable or accounts receivable issues.

Receive and review invoices for accuracy and completeness.

Prepare payments to vendors and suppliers promptly and accurately based on the priority level.

Ensure that all invoices are properly authorized and approved before processing payments.

Help with the reconciliation of accounts payable transactions with the general ledger on a monthly basis.

Assist with month-end and year-end closing processes.

Prepare and maintain reports related to accounts payable as needed.

Profile

Qualifications:

Bachelor's degree in accounting, finance or related field preferred.

4+ years of experience in accounting or related fields.

Good knowledge of accounting processes and procedures.

Experience with the accounting software Odoo is preferred

Fluent in English

Excellent organizational skills and attention to detail.

Good communication and interpersonal skills.

Ability to work independently and as part of a team.

Proficiency in Microsoft Office, including Excel and Word. If you are a highly organized and detail-oriented individual with a background in accounting, we encourage you to apply for this exciting opportunity. As part of our finance team, you will have the opportunity to contribute to the success of our organization and grow your career in finance.

Offer

What we offer:

A young work environment, with plenty of room for growth

Homeworking policy

A friendly and welcoming office atmosphere, in brand-new offices in Brussels (Anderlecht/Erasme)

Company

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