

Sr. Accountant

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Company: Sotera Health

Location: Belgium

Category: other-general

Senior Accountant

Objective of the function

The senior accountant Sotera Belgium will contribute in the day-to-day accounting and finance activities, compliance requirements, the monthly close process, and the financial reporting for the 4 legal entities in Belgium. Occasional assistance towards any of the other entities in the European region will be provided on an ad hoc basis. The role calls for a versatile and experienced accounting professional who can perform both transactional tasks as engage in Finance improvement projects. Emphasis will lie on accurate maintenance of ledgers, account reconciliations and adherence to internal controls either as an individual contributor or as team member. Some exposure to analytical tasks can be expected. The senior accountant Sotera Belgium will have a direct reporting line to the controller Sotera Belgium, both based in Leuven, Belgium.

Responsibilities/Duties

Financial Reporting

Carry out reconciliation at month end, including banks, subledgers (AP, AR & FA) and Balance Sheet accounts

Assist with financial statement reviews

Perform bank reconciliations

Compile and post selected journals for month end reporting including payroll & accruals

Complete monthly supplementary schedules

Processing & Control

Contribute in financial internal initiatives

Administer newly rolled out software tools enabling internal controls

Purchase ledger processing and accounting

Monitoring, processing and paying expense payments

Payment of suppliers in accordance with supplier terms

Accounting for customer receipts and correct allocation against invoices

Accounting for other receipts on bank and supplier disbursements

Cash Management & Working Capital

Assist in working capital improvement initiatives

Timely and accurate bank statement processing

Prepare 13-week cash forecast

Compliance

Prepare periodic VAT returns

Assist in statutory audit requests

Assist in statutory annual account compilations

Complete & file accurate EC sales Listings

Personnel

Payroll accounting

Organize payroll payment

Authority:

Controller Sotera Belgium

Requirements: Knowledge/Education and Training:

BE GAAP and US GAAP accounting standards

Professional accountancy qualification

Microsoft Office Applications,

Financial reporting & internal controls

Strong English skills – written and verbal

Experience:

5 plus years of relevant experience in the accounting / financial reporting field

Considerable experience with accountancy software / ERP systems

Skills:

Proactive approach – someone who addresses each task with a sense of urgency and capable of generating a high volume of quality work and meeting deadlines

Continuous improvement focus – an energetic individual who is not satisfied with the status quo and is always focused on the improvement of business processes, reporting, and controls within his or her team and across the organization

Strong interpersonal skills – a relationship builder with a professional, open and confident style who can build bridges and work effectively across the organization and who has strong communication skills (written and verbal)

Contacts: Internal:

Belgian Finance employees, Leuven HQ staff

External:

Auditors, Tax Consultants, Tax Agencies

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Cross References and Citations:

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