



Job offering

- **P2P O2C Specialist / French and English**

Main Activities

- Holding overall responsibility for P2P/O2C process including invoice processing, expense processing, vendor queries, client queries and exception handling
- Ensuring positive cash flow together with other team members for the organization
- Ensuring no overcharges from supplier and that billing is in line with contractual agreements
- Responsible for ensuring that client billing is according to contractual agreements
- Responsible for managing issues and root cause; liaise with supplier key account management, client invoice verification Management, Procurement and Operations to solve billing issues
- Responsible for agreeing to payments to accounting for suppliers and ensuring timely execution
- Responsible for timely follow up together with Accounting on client payments
- Ensuring business issues are appropriately escalated and responded to
- Responsible for timely invoice verification and dispute solving with suppliers
- Responsible for timely response to queries/ disputes during client invoice verification
- Ensuring AP/AR SLAs are achieved
- Responsible for compliance testing input when required
- Ensuring quality of work is at maximum service level and that all necessary tasks are followed according to the process rules and work instructions
- Provides analytical support during project implementation & general implementation support
- Providing active support to project implementation with own ideas e.g. for system development/ enhancement
- Responsible for data analysis with very good understanding of rate structure for client/ supplier side.
- Reporting any deviations following the agreed process
- Providing support to internal/external parties/departments/institutions with relevant documentation for related audits and business control upon request
- Complying with and implementing within his/her scope of work company's and clients Code of Ethics, ISO, LEAN and other standards
- Taking actions in order to provide added value and optimize supply chain processes within group, company and client in order to achieve satisfactory service

- Training team members within his/her scope of work

Candidate's profile

- Preferable (but not limited to) Faculty of Transport and Traffic Engineering, Faculty of Economics, Faculty of Organizational Science, or similar
- One to three years of relevant experience in finance or logistics
- Reliable person
- High attention to details
- Teamwork orientation
- Ability to work under pressure
- Well-developed problem-solving skills
- Ability to be able to communicate both verbally and in writing in a clear and concise manner
- Fluent in French or/and fluent in English
- Advanced user of Microsoft Excel

Application deadline: 30.12.2021.

Location: Belgrade

Submit your CV: vanja.dimitrijevic@geodis.com