

DESOTEC – Financial Administrative Assistant - A/P

Financial Administrative Assistant - Accounts Payable

As our **Financial Administrative Assistant - Accounts Payable** - you will be responsible for accurately processing and recording vendor invoices, ensuring timely payments, and maintaining proper documentation, assisting with sales orders and work orders and reconciliations.

The ideal candidate has strong attention to detail, excellent organizational skills, and the ability to work collaboratively in a fast-paced environment.

Duties and Responsibilities

- Review and verify vendor invoices for accuracy and adherence to company policies.
- Match invoices with purchase orders and receiving documentation.
- Enter invoices into Navision and allocate expenses to appropriate accounts.
- Process payments, including check preparation and electronic transfers.
- Reconcile vendor statements and resolve any discrepancies or outstanding issues.
- Respond to vendor inquiries and maintain positive relationships.
- Maintain accurate and up-to-date accounts payable records and files.
- Assist with month-end and year-end closing activities related to accounts payable.
- Assist in the preparation of financial reports and analysis as needed.
- Adhere to company policies, accounting principles, and legal regulations.
- Perform all other duties and tasks as assigned

Who are you as a Financial Administrative Assistant ?

- Strong team-player with ability to work in virtual teams
- Ability to work and communicate effectively with a broad range of individuals from different cultural environments
- Good organizational and administrative skills with an ability to work well under pressure
- Attention to detail and ability to perform tasks with accuracy and efficiency in mind
- Good time-management skills.
- High levels of integrity and ability to handle confidential information.
- Basic understanding of bookkeeping procedures
- Advanced knowledge of MS Excel (creating spreadsheets and charts and using financial Excel functions)
- Knowledge of Microsoft Navision is a plus

What do you get as an Financial Administrative Assistant?

You will receive a competitive and motivating compensation package in line with your experience

- **Unlimited PTO**
- Health Insurance / Dental / Vision
- **Benefits effective on day one**
- Health Savings Account
- Dollar-for-Dollar 401k match up to 4% of annual salary
- Paid Holidays
- On-the-Job training for all positions including any possible promotions
- Career progression plans
- Paid parental leave
- Flexible Spending Account Options
- Immersion in a dynamic, innovative, and sustainable company

To protect the planet – that’s our mission at DESOTEC.

Desotec's **sustainable mobile filtration solutions** based on activated carbon are deployed for the treatment of Air Emissions, Wastewater, Remediation, Chemicals and Biogas. Through a **rental model**, our filters are distributed to production companies globally. Once the filter is saturated, it is replaced, and the spent carbon sent for **recycling & re-use**. That is how we **unburden our customers** of the administrative, moral, logistical and ecological consequences of their purification needs. The result: they can focus 100% on what really counts - sustainable production.

“If you can't tick off all the boxes, but you do recognize yourself in our three core values *Teamwork, Excellence* and *Devotion*, then we definitely invite you to take a chance and apply!”

<https://www.desotec.com/en>