

DESOTEC - Financial Administrative Assistant - Accounts Payable

As our Financial Administrative Assistant - Accounts Payable - your main duties and responsibilities will include:

Assistance with AP, sales orders, work orders, and inventory reconciliation.

Accounts Payable

- Point-of-contact for external accounting company
- Invoice coding and data input into Microsoft Navision
- Ensure all transactions are processed and ready in time for month end close
- Prepare payment request according to internal procedures of the organization
- Ensure completeness of supporting documentations for payment (invoices, approvals, copies of checks)
- Manage filing/archiving of all AP documents (including invoices, payment vouchers, credit memos, expense reports, etc.)
- Co-ordinate wire transfers as well as ACH payments to manage vendor payments
- Responsible for petty cash disbursements, replenishment and petty cash count

Document Controlling

- Sorting and filing of hard and soft-copy correspondence

Who are you as a Financial Administrative Assistant at DESOTEC?

- 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

Whatâ€™s in it for you as a Financial Administrative Assistant at DESOTEC?

- The chance to make your mark within a dynamic, fast-growing and results-oriented company that makes a difference for the environment and climate.
- An environment that values you for your work and as a person.
- Personal and professional growth through training.
- Career development opportunities according to your own interests and the needs within Desotec.
- A fair and high-quality salary package with Medical, Vision, Dental, Life, 401k, Vacation and Holiday Pay, and much more!

To protect the planet â€“ thatâ€™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.

That is how we fight for (y)our brighter future!

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