**JOB DESCRIPTION FORM**

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| **Title:** | **Jr Accountant Shared Services** | ***(TO BE COMPLETED BY H.R.)*** |
| **Reports To:** |  | **Job Code:** |  |
| **Department:** | **COPS** | **Grade:** |  |
| **Date:** | **March 14, 2013** | **FLSA Status:** |  |

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| **Position Summary** |
| **Daily checking/processing of supplier invoices, communication invoices with colleagues and suppliers, supporting of general AP business** |
| **Primary Duties / Responsibilities** |
| * **Daily checking and processing of supplier invoices**
* **Contact with internal partner, suppliers**
* **Generating monthly downloads for Reporting Package**
* **Safeguard and support AP business processes, ensure SOX compliance**
* **Ad hoc projects as per request**
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| **Qualifications (Knowledge, Skills, Abilities)** |
| * **Goal-oriented and independent work style**
* **Highly dependable, must have high quality standards**
* **Self-starter, highly flexible and stress resistant**
* **Excellent communication skills, strong team-player**
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| **Requirements (Education, Certification, Training, and Experience)** |
| * **High School degree required**
* **Minimum 1 year experience in accountancy**
* **Fluent in English, any other language is a plus**
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| **Functional / Technical Desired Requirements** |
| * **Excellent knowledge of Excel**
* **Knowledge of SAP R/3 FI/CO is desired**
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| **Leadership Blueprint Competency Requirements** |
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| **Physical Demands / Work Environment**  |
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| **Prepared By:** |  | **Date:** | **14-03-2013** |
| **Approved By:** |  | **Date:** |  |