**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** | | | |
| **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** | | | |
| **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** | | | |
| **Functional / Technical Desired Requirements** | | | |
| * **Excellent knowledge of Excel** * **Knowledge of SAP R/3 FI/CO is desired** | | | |
| **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:** |  |