

Assistant Accountant

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Company: PUMA

Location: İstanbul

Category: other-general

YOUR MISSION

Organizes the files of daily Store checkout documents (invoices, expense, credit cards slip) and compares it with POS system,

Reports problems during the reconciliation and requests the missing documents from the stores,

Controls monthly retail e-archive invoices,

Compares daily sales-return transactions of stores at GIZ-SAP systems,

Makes booking purchase invoices and customs payments of commercial goods into SAP,

Prepares monthly intercompany reconciliations,

Assists Accounting Department with daily operations,

YOUR TALENT

University Degree,

Advanced knowledge of English both written and spoken,

Excellent command of MS Office applications, especially very good in Excel,

Previous accounting experience,

Strong interpersonal skills,

Proactive; ability to make decisions without significant management oversight,

Results driven, strong interpersonal, written and verbal communication skills,

Understanding of systems,

SPEED & SPIRIT

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