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Finance Administration

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Company: Shimano

Location: Izmir

Category: other-general

Introduction

Shimano Bisiklet A.Ş which is a part of Shimano Europe Group (NL) is looking for Accounting and Finance Assistant. The person will be doing the basic processes related to financial handling and accounting with a special focus on ACR.

The Challenge

Booking of incoming customer payments in compliance with financial policies and procedures.

Handling of outgoing invoices daily by reconciling to VAT ledger daily, controlling and approving on integrator environment.

Collaboration with customers to verify discrepancies, resolve billing issues. Inform sales representatives about the overdue payments of the dealers by preparing a weekly ACR Aging report.

Handling of all incoming e-invoices relating to company expense including handling of credit cards and travel expenses) (Control, have signed and book.) Daily print and categorize incoming freight and insurance invoices.

Control outstanding payable amounts and make sure payments are made in line with due dates and company rules.

Reconciling all bank statements to the ledger and prepare bank report for management daily.

Organize a transparent set-up of administration, files & information.

Support the team during monthly closing reports (Trial balance, ACR, ACP reconciliation to the ledger etc.)

Provide detailed VAT ledger to CPA for monthly audit visit.

Cooperate with external auditors, provide information every year end. Guide the auditors throughout the process

What are we looking for?

Good communication skills in English, both verbally and writing.

1-2 years' experience in a financial department with a focus on accounts payable and receivables.

Education in Accounting/Finance.

Knowledge and Experience in Office (Excel) and ERP-systems (preferably JD Edwards Enterprise One).

You are analytical and critical and organized.

You have concern for order, quality and accuracy.

You are working carefully with eye for detail.

Experience in working within international company is a big plus.

Import process knowledge will be considered a plus.

What do we have to offer?

Shimano and its subsidiaries offer a pleasant, informal working environment with colleagues who work well together, and are proud to work for Shimano. Next to good working conditions, Shimano offers you the opportunity to work in a responsible and challenging position within a dynamic, international and ambitious environment. Together we want to win therefore we have a strong focus on team achievement.

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