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Finance Clerk

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Company: AccorHotel

Location: Izmir

Category: other-general

Job Description

Invoice preparations and corrections according to legal requirements

Monthly reconciliation of supplier and receivable accounts, analyses the variances accordingly

Credit card refund document control and payments

Revenue control and invoicing of deferred revenue centers as SPA membership, LCC membership, carparking etc

Support the income auditor and finance department in various additional tasks.

Qualifications

Bachelor's degree in Accounting or Finance.

Proficient skills with MS Office, especially in Excel.

Proficiency in financial software; experience in Opera is a plus.

Strong analytical and problem-solving skills.

Excellent communication and interpersonal abilities.

Detail-oriented, with a high level of accuracy in financial reporting.

Fluency in English is a plus

Additional Information

Our commitment to Diversity & Inclusion:

We are an inclusive company and our ambition is to attract, recruit and promote diverse talent.

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