

Accountant

Typ úvazku: hlavní pracovní poměr

Země: Česká republika

Místo: Praha

Popis pozice:

- Monitoring Receivable Portfolio, ensure incoming cash is properly matched to the policies
- Monitor problematic accounts through to resolution assisting Client Contacts, Profit Centers and Brokers when required.
- Ensure that all un-reconciled cash items are under query, within one month of receipt of payment.
- Reinsurance – monitoring of production portfolio, checking that proper Reinsurance scenario was applied, booking Reinsurance, preparing Reinsurance reports
- Commission payable process
- Accounting treatment of Commission invoices including registering, checking and payment of invoices
- AR Dunning process coordination and support
- Bad debt calculation
- Approving & authorizing all write offs/rates of exchanges within approved limits.
- Undertake any other duties / projects as appropriate within your competence, as required by Finance Manager from time to time.
- Balance sheet reconciliation

Požadavky:

- SŠ/VŠ vzdělání
- Angličtina jako pracovní jazyk
- Výborná znalost MS Office, zejména MS Excel, MS Access výhodou
- 2-3 roky zkušeností v účetnictví, nejlépe v oblasti pojišťovnictví / bankovníctví, znalost účetního systému SUN výhodou

Těšíme se na Vaše CV, která prosím zasílejte na adresu: Iva.Jandova@colonnade.cz.