OptiGroup is a leading European business-to-business distributor of business essentials in Facility, Safety & Foodservice Solutions, Industrial Solutions, Printing & Creative Solutions and Retail & Reseller Solutions. OptiGroup companies specialise in offering products and services that streamline operations for their customers and promote a more successful business. The Group, with net sales of EUR 1.6 billion in 2018 and 2,200 employees, supports more than 110,000 customers in 19 countries across Europe.

The OptiGroup Shared Service Center of Budapest is currently looking for a(n):

**Accounts Payable Accountant**

**in FULL or PART TIME**

**JOB PURPOSE:**

Our new Colleague will be responsible for:

* Perform the accounts payable work end-to-end connected to nominated country(s)
* Review all invoices for appropriate documentation and approval prior to payment
* Sort and distribute incoming invoices
* Prioritize invoices according to cash discount potential and payment terms
* Match invoices, obtain all signatures
* Respond to all vendor inquiries
* Reconcile vendor statements, research and correct discrepancies
* Active participation in standardization and optimization of Accounts Payable processes
* Perform month-end closing tasks and reconciliation for accounts payable area
* Possibility to take a part in future migration projects across Europe

**DESIRED SKILLS/REQUIREMENTS**

* Finance degree in finance or accounting (or ongoing studies)
* Several years of experience in accounts payable or accounting
* Experience in SAP FI/CO or other ERP system
* Proficient in Excel and other MS Office applications
* Excellent English and Hungarian in spoken and written language
* Must have strong work ethics
* Strong problem solving skills
* Data analysis and multi-tasking skills
* Hands-on attitude

**ADVANTAGE**

* Experience in SSC environment or in an international environment
* Finance degree in finance or accounting (or ongoing studies)
* End-to-end understanding on accounts payable area and links to other financial areas
* Chartered accountant or IFRS course

**WHAT WE OFFER**

* Scandinavian corporate culture, modern and high quality office and working tools, emphasis on work-life balance
* Flexible, supportive and open-minded colleagues and management who are interested in hearing your ideas and suggestions for improvement
* Working hours: 8 or 6 hours/day
* Possibility to work from home (except during the monthly closing)
* Developing parents’ club where you can also contribute to a more family-supportive work environment
* Excellent office location next to the metro station
* Competitive remuneration package
* The possibility to grow and learn, opportunity to develop professionally
* Free bicycle storage
* Free coffee and tea in the office
* Fruit days and Cookie Days in monthly-basis
* Community programs (eg. Running Club, Movie Club)
* Company laptop and mobile phone

**LOCATION:** Népliget Center, 1097 Budapest, Könyves Kálmán str. 11/C.   
[www.optigroup.com](http://www.optigroup.com)

* Apply by sending your CV to the following email adress: imola.gorbai@optigroup.com