

Job Position	AR/ AP Accountant		Ref. No.	CL-004
Location	▪ Amman, Jordan			
Contract Type	▪ Full Time / Limited Basis (1 Year) Renewable Contract			
Education	▪ Diploma/ Bachelor degree in Finance and/ or Accounting or any other related field			
Experience	▪ Minimum of (1) to (3) Years of Experience in similar position; experience with an international environment is preferable			
Languages	<div>▪ Excellent command (Speaking, Reading &amp; Writing) in <u>one</u> of the following languages:</div> <div><div>○ French</div><div>○ Chinese</div><div>○ Italian</div><div>○ Russian</div><div>○ Spanish</div><div>○ Dutch</div><div>○ Japanese</div><div>○ Indonesian</div><div>○ Portuguese</div><div>○ Korean</div></div> <div>**Candidate must have very good command in English in addition to one of the above languages</div>			
Skills & Competencies	▪ Planning & Organizing		▪ Follow-up & Coordination	
	▪ Communication & Negotiation		▪ Flexibility & Adaptability	
	▪ Quality & Details Orientation		▪ Self-motivated	
	▪ Computer Skills (MS Officer Applications)			
Additional Skills	▪ Proficiency in SAP			
Job Summary	<div>The Accounts Payable/ Receivable Accountant will be responsible for providing financial, administrative, and clerical support to members of the finance team. Through processing, verifying, and reconciling invoices as well as O2C/OTC transactions in an efficient &amp; timely manner, ensuring payments are accurate &amp; complete and expenses are correctly assigned to departments in accordance with what has been forecasted for the fiscal budget.</div> <div><div>▪ Process PO backed and non-PO backed invoices after verifying G/L account, cost center, vendor information, and approval status in P2P and ERP system.</div><div>▪ Reconcile processed work by verifying entries and comparing system reports to balances.</div><div>▪ Charge expenses to accounts and cost centers by analyzing invoice/expense reports and recording entries.</div><div>▪ Resolve payment discrepancies, include: research issue, document and close issue, identify and communicate root cause, communicate to customer for resolution, and if necessary, process credit memo or charge backs.</div><div>▪ Process O2C/OTC transactions after verifying invoices, researching issues, collecting and allocating payments, accounts booking, and revenue recognition in R2R &amp; ERP system.</div><div>▪ Check all open orders to make sure that they are completed and invoiced in a timely manner.</div><div>▪ Resolve invoice &amp; payment discrepancies by analyzing &amp; comparing entries in ledger against entries on the vendor’s ledger.</div><div>▪ Support the finance team in month end close activities by addressing &amp; resolving open items and variances.</div><div>▪ Ensure records are managed and maintained in accordance with organizational policies &amp; procedures.</div><div>▪ Support the immediate AP/ AR team cross-functionally by helping to manage the workload and keep processing volumes at a minimum.</div></div>			

Job Position	AR/ AP Specialist Accountant		Ref. No.	CL-005
Location	▪ Amman, Jordan			
Contract Type	▪ Full Time / Limited Basis (1 Year) Renewable Contract			
Education	▪ Bachelor’s Degree in Finance and/ or Accounting or any other related field			
Experience	▪ Minimum of (3) to (5) Years of Experience in similar position; experience with an international environment is preferable			
Languages	<div>▪ Excellent Command (Speaking, Reading &amp; Writing) in <u>one</u> of the following languages:</div> <div><div>○ French</div><div>○ Spanish</div><div>○ Portuguese</div><div>○ Chinese</div><div>○ Dutch</div><div>○ Korean</div><div>○ Italian</div><div>○ Japanese</div><div>○ Russian</div><div>○ Indonesian</div></div> <div>**Candidate must have very good command in English in addition to one of the above languages</div>			
Skills & Competencies	▪ Planning & Organizing		▪ Follow-up & Coordination	
	▪ Communication & Negotiation		▪ Flexibility & Adaptability	
	▪ Quality & Details Orientation		▪ Self-motivated	
	▪ Computer Skills (MS Office Applications)			
Additional Skills	▪ Proficiency in SAP			
Job Summary	<p>The Accounts Receivables/ Payables Specialist Accountant will be responsible for accounting and financial reporting of an assigned portfolio in the region. She/he must have the ability to work independently in supporting the Manager with day-to-day activities assigned.</p> <div><div>▪ Update receivables by coordinating and monitoring the incoming bank remittances along with assisting in resolving the unidentified bank transactions.</div><div>▪ Ensure accounts receivable functions are performed in accordance with the Financial Policies Manual (FPM) and the Financial Standard Operating Procedure (SOP).</div><div>▪ Supports business in preparing budgets and forecasted revenues items.</div><div>▪ Supports Finance team in preparing monthly Cash Flow forecasts.</div><div>▪ Responsible for hinge reconciliation for various country operations in the region;</div><div>▪ In charge of payroll and accounts payable functions of various countries in the region and ensure these functions are performed in accordance with the Financial Policies Manual (FPM) and the Financial Standard Operating Procedure (SOP).</div><div>▪ Charges expenses to accounts and cost centers by analyzing invoice/expense reports recording entries.</div><div>▪ Prepare and process electronic transfers and payments. Manage countries cash flow and perform monthly cash flow forecast.</div><div>▪ Perform month and year end closing in accordance with the International Financial Reporting Standards (IFRS). This includes preparation of reconciliation reports, financial disclosure documents.</div><div>▪ Resolve invoice &amp; payment discrepancies by analyzing &amp; comparing entries in ledger against entries on the vendor’s ledger.</div><div>▪ Assist internal and external auditor processes and handling queries on all revenue, OTC and AR related items;</div><div>▪ Support Manager, Finance on any process improvements, projects, initiatives or any ad hoc assignment.</div></div>			