

JUNIOR ACCOUNTS PAYABLE SPECIALIST

Adform's Accounting department consists of talented professionals who manage the finances of a company. The team ensures the smooth processing of the accounts payables, tracking assets, allocating costs according to the legislative rules and the agreed policies. The Accounting department also handles payroll within a group, takes care of statutory, management, and tax reporting preparation and financial audit in different countries. Together with the Finance department, we provide high-quality business assistance and support to the whole organization of Adform.

Your responsibilities

- Ensure accurate coding of purchase invoices and approval process within the set deadlines
- Process bank payments
- Handle travel reports, expense claims and company's credit cards data
- Manage vendor master data
- Perform periodical reconciliations
- Participate in month-end close activities
- Contribute to the continuous improvement of the Accounts Payable process
- Provide support on other day-to-day accounting activities

We expect you

- Have strong knowledge of MS Excel and other MS Office tools
- Are fluent in English and Lithuanian written and spoken
- Have a high level of responsibility and accuracy
- Have strong problem-solving skills

It would be an advantage if you:

- Have professional experience within Accounting or Finance
- Have knowledge of Navision accounting system would be an advantage

Our promise

- You will have an opportunity to learn and grow on a daily basis
- You will work with highly professional and knowledgeable colleagues
- Your Leader will ensure transparent, up to date communication and support your needs
- You will be given challenging and unique tasks with creative approach to problem-solving
- You will be surrounded by dynamic, inspiring and international environment
- Monthly salary range for this position **starts from 1600 Eur gross**. The final offer will depend on your experience and competencies

If you wonder about these things – we have something to offer you

- **Worry about health and accident insurance?** Chill – we got this!
- **Eager to enjoy your vacay a bit longer?** We offer additional vacation days!
- **Enjoy having work-fun balance?** Don't worry – fun office activities, team buildings and a friendly team will cheer you up! [Explore our offices by going on a virtual tour!](#)
- **Enjoy having lunch out?** Grab your colleagues and enjoy delicious lunch at a friendly price in our canteen or outside on Adform terrace!
- **Worry about your lonely left-at-home pet?** Bring it to the office! We are very pet-friendly and happy to get to know your companion!
- **Having a headache or a sneezing morning?** Adform offers 2 trust days for you to get better by staying at home! Use them and get back to work when feeling fresh again!
- **Not enough?** [Join us](#) and find out more!

CLICK HERE TO APPLY