



**Trizma Smartsourcing** is the leading BPTP company with headquarter in Serbia. Trizma is serving over 43 clients around the clock in 17 major international languages and operating through our cost and energy efficient state of art service locations. Our mission is to work closely with our clients in order to discover, develop and deliver services based on integrity and trust. Trizma sustainable guarantees are:

- ✓ More than 12 years of progressive long-term growth
- ✓ Direct access to leading innovative technologies and highly educated talent pool
- ✓ International delivery capabilities already supporting key clients across three continents
- ✓ ISO-9001 certified quality standards of operation in a every single business account
- ✓ Regional proximity and business practices expertize guaranteeing client satisfaction

## Accounts Payable Specialist

### **Position Summary & Key Areas of Responsibility:**

The Accounts Payable Specialist is responsible for timely and accurate processing of freight invoices and for making sure that the related costs are allocated in line with company policies. The Accounts Payable Specialist will have a strong ability to multi-task, coordinate, and complete entire accounts payable process within established procedures while working effectively with multiple departments, vendors, and team members. The position also is responsible for identifying process improvements to ensure the accuracy and timeliness of all reporting.

### **Main tasks:**

- Receiving and formal checking of vendor invoices
- Control of the invoiced freight costs as per given templates and instructions
- Tracking and reporting of price deviations
- Commercial handling of price deviations (e.g. request credit notes, correction of invoices, etc.)
- Cost allocation in SAP as per internal accounting and allocation rationales
- Initiate and follow the invoice approval process
- Ensure the proper archiving of the invoices and related documents
- Support internal customers' requests about freight cost (e.g. invoicing team, account managers, controlling, etc.)
- Data management and various administrative tasks

### **Candidate profile and qualifications:**

- Business administration, accounting and/or logistic background
- Strong SAP R/3 knowledge
- Proficient in Excel is a must
- Fluent in English, German would be a plus
- Team player
- Disciplined and able to work as per very well defined procedures
- Able to handle communication with external vendors

### **Trizma is offering:**

- Long term employment opportunity for best performing candidates
- Performing services for a multinational company
- Dynamic and responsible position
- Chance for a professional and personal development
- Advancement opportunity