

1. Kategoria oferty: Praca
2. Temat/ stanowisko pracy: Junior Invoicing Analyst with Italian
3. Nazwa firmy/ organizacji: Accenture
4. Lokalizacja/ miejsce pracy: Promienistych 1, The Astris Office Building Kraków
5. Branża: Finance
6. Pełny opis oferty: As a Junior Invoicing analyst mostly you will be responsible for:
  - Manage daily ticketing queues in a professional, timely, concise and precise manner which includes researching the invoice discrepancies, pulling the raw reports/revenue reports, updating the address/contact information and customer service to answer billing or invoicing related concerns.
  - Perform standard and non-standard quality audit of billing/invoicing file, invoices to be delivered, contract entry and accounts that are setup and updated in the system.
  - Ensure timely and accurate completion of the activities within the established SLAs' requirements, while proactively raising and clearly communicating any issues that arise.
  - Ensure that billing / invoicing activities are performed following the approved desktop procedure by the client
  - Collaborate with Team Lead to improve processes and its implementation
  - Adhere to policies and guidelines set for both client and Accenture
  - Ensure appropriate controls are in place related to the activities of invoice processing to ensure data and distribution errors and duplicate payments are prevented

What we expect from you:

- Initiative and Proactiveness.
- Excellent written and verbal communication skills, both in English (min. B2) and Italian (min. B2).
- Strong attention to detail.
- Collaboration.
- Degree or experience in Finance or related area will be an asset.

7. Osoba kontaktowa: Katarzyna Bialecka

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