[**IMERYS**](https://www.imerys.com/) is a world leader in creating specialty solutions that improve everyday life through minerals. Our success is built on our people, and creating an environment where our 17,800 employees around the globe can thrive.

**IMERYS Shared Services Center Europe**

Imerys reshapes its financial function, by creating Shared Service Centers (SSC) at a regional level. We are seeking accounting professionals to join the newly established SSC for Europe, based in Athens, Greece that will provide services and support to our legal entities within 14 European countries.

We offer opportunity to work in a structured multinational, experience in a best in class and performance driven Finance organization, international exposure, knowledge of new automated processes & tools as well as opportunities for development via internal moves and exposure to new challenges

**We are currently recruiting Accounts Payable, Accounts Receivables & General Ledger Associate Accountants with English skills**

**Accounts Payable Associate Accountant**

**Job Accountabilities**

* Book invoices and check versus order and goods / services receipt
* Process travel and expenses reimbursements
* Obtain payment approval, prepare payment runs, post payments to general ledger accounts
* Resolve vendor invoices discrepancies and related inquiries
* Evaluate and review accounts payable balances, including accounts analysis and review of cash disbursements
* Process accounts payable adjustments for errors or omissions
* Monitor purchase orders and prepare accruals for month and year end closing
* Make recommendations for process improvement
* Develop specialist skills with respect to strategic suppliers
* Maintain vendor masterdata

**General Ledger Associate Accountant**

**Job Purpose**

* Support fixed assets activities and ensure intercompany activities are performed in a timely and efficient manner
* Support intercompany activities

**Job Accountabilities**Fixed assets

* Record fixed assets acquisitions and disposals in the system
* Monitor depreciation for all fixed assets
* Reconcile the balance in the fixed asset subsidiary ledger to the summary-level account in the general ledger

Bank accounting

* Perform bank reconciliation between bank statements and GL
* Investigate AP and AR discrepancies

General accounting

* Review masterdata (incl. chart of accounts)
* Book journal entries (revenue, accruals, provisions, reclasses)

**Accounts Receivables Associate Accountant**

**Job Accountabilities**

* Delivers high quality services to key customers (who include Customers, Suppliers, Employees, Executives, Regulatory Bodies, etc)
* Ensures the accurate and timely application of customer payments on a daily basis
* Ensures that all queries are logged including unidentified payments, short payments, over payments and inadequate invoice data
* Provides feedback to ensure that processes meet business requirements in an automated and as user-friendly manner as possible
* Works to ensure the achievement of customer service requirements as defined by both formal Service Level Agreements as well as Customer Satisfaction surveys

**Skills & Experience for All above Positions**

* Bachelor's degree in Accounting, Finance or Business
* 1-3 years of relevant experience
* Experience with ERPs (experience with SAP will be a plus)
* Very Good Excel Skills
* Fluent in English
* Conversant in French, German, Italian or any other European language is a plus

**Soft Skills**Accuracy and detail orientation  
Good communication skills  
Self-motivation and resilience  
Hands-on attitude and Problem Solving  
Customer Service Orientation  
IT Savviness, i.e. willingness to learn and/or experience with new systems & tools  
**Position Type**Full time & Permanent