



Analyst / Accountant

Job description

Job Description

Process suppliers invoices accurately, timely according to internal policy / procedures and external regulatory compliance

Resolve invoice issues including but not limited to invoice aging, holds and problematic invoices

- Respond to suppliers and internal business partners payment queries and request timely and accurately.
- Work with relevant AP business partners such as purchasing, accounting, operations / local Finance, HR, Treasury to ensure request are addressed timely within SLA.
- Perform AP close including preparing and encoding related journal entries into the accounting system.
- Perform accounts reconciliations timely, accurately with analytics.
- Identify opportunities and recommend improvements in processes, systems and controls.
- Support / assists in implementation of approved projects.

Profile

Job Requirements

- Degree in Accounting/Finance and/or Professional Accounting qualification.
- Preferably 1-3 years of experience in Accounts Payable, Accounting or in related fields, preferably in shared service environment
- Ability to work independently with good analytical skill and attention to detail.
- Ability to manage pressure and deliver results.
- Strong in verbal and written communication skills with good interpersonal skill
- High integrity, Pleasant personality with a positive attitude, enthusiasm and willingness to learn
- Proficient in both SAP / Oracle and Microsoft Office applications (Excel, Power Point, Word).
- Fresh Graduates are also encouraged to apply.

Why Us

At a glance

Location:

Job ID: **326668**

Start date: **as soon as possible**

Entry level: **1-3 years**

Type: **Full time**

Contract: **Permanent**

Apply to this position online by following the URL and entering the Job ID in our job search:

Job ID: **326668**

www.infineon.com/jobs



Part of your life. Part of tomorrow.

We make life easier, safer and greener – with technology that achieves more, consumes less and is accessible to everyone. Microelectronics from Infineon is the key to a better future. Efficient use of energy, environmentally-friendly mobility and security in a connected world – we solve some of the most critical challenges that our society faces while taking a conscientious approach to the use of natural resources.

