

## Accounts Receivable Specialist - to support Russian legal entities

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Company: Amdocs

Location: Sderot

Category: other-general

In one sentence

**We are looking for an Accounts Receivable Specialist in Amdocs Sderot site.** You will handle the accounts receivable process of several Russian legal entities from end-to-end, including customer set up, billing monitoring and processing and collection tracking. Support the companies' intercompany charges and the bank reconciliations.

### What will your job look like?

- Oversee the entire accounts receivable process of several Russian legal entities and work with the relevant business partners to handle the billing process.
- Ensure that customer invoices are accurately issued in accordance with the agreed-on milestones.
- Ensure that intercompany invoices are issued accurately and aligned with the related agreements.
- Ensure that operating procedures and policy documents are followed to achieve compliance with processes.
- Monitor and track the collection from customers.
- Provide support to customers related to billing and payments.
- Ready to play a key role in the company's implementation of a new ERP system.

### All you need is...

- Certified bookkeeper with 2-5 years of relevant experience working in a finance team.
- **Russian speaking, writing and reading is a must.**
- Advanced English language skills.

- **ERP experience is a must** (“Priority” system would be an important advantage).
- Advanced knowledge of MS Office.
- Ability to work in a team and possess good communication skills

### **Why you will love this job:**

- Be a key member of a global, dynamic and highly cooperative team with various possibilities for personal and professional development.
- You will have the opportunity to work in a multinational environment for the global market leader in its field.
- We are a dynamic, multi-cultural organization that constantly innovates and empowers our employees to grow. Our people our passionate, daring, and phenomenal teammates that stand by each other with a dedication to creating a diverse, inclusive workplace!
- We offer a wide range of benefits, as well as unlimited vacation, sick time, and parental leave!

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