

## Bookkeeper

Apply Now

Company: my team

Location: Herzliya

Category: other-general

We're seeking a detail-oriented, highly motivated, and independent **Bookkeeper** to join our finance team!

In this position, you will play a pivotal role in managing the bookkeeping aspects of our global company.

### Key Responsibilities:

- Manage AP balances from A to Z (including processing vendor invoices and payments).
- Monitoring the budget vs. actual in AP aspect.
- Prepare accruals and prepayment working papers.
- Preparation and submission of finance records and reports to relevant authorities regarding the regulatory requirements (VAT and tax withholding).
- Perform all bank and credit card reconciliations.
- Manage Fix Assets list.
- Control employee travel & expense reimbursement reports.
- Support annual and quarterly audits.
- Assist with other duties and ad-hoc special projects.

### Requirements

#### Requirements:

- Certified Bookkeeper (type 2+).
- At least 2 years of experience as a bookkeeper (experience from hi-tech companies will be an advantage).
- Strong MS Office skills & proficiency in Excel.

- Excellent English – must.
- Experience with NetSuite or SAP – An advantage.
- Exceptional attention to detail and the ability to multitask in a dynamic environment

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#### Cross References and Citations:

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