

Bookkeeper (ML Replacement)

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Company: cellebrite

Location: Israel

Category: other-general

About The Position

Company Overview:

Cellebrite (Nasdaq: CLBT) is dedicated to empowering organizations worldwide to protect and save lives, expedite justice, and uphold privacy within communities. As a global leader in Digital Intelligence solutions for both public and private sectors, Cellebrite revolutionizes the handling of legally sanctioned digital investigations, simplifying intelligence processes.

Trusted by numerous leading agencies and companies globally, Cellebrite's Digital Intelligence platform and solutions redefine the collection, review, analysis, and management of investigative digital data in legally sanctioned investigations.

Position Overview:

Cellebrite Ltd. is searching for a bookkeeper for Maternity leave replacement to support its accounting and business. A successful candidate will demonstrate the ability to quickly grasp the business and accounting concepts, exercise judgment and record accurate data into the company's financial system. A successful candidate will have strong verbal and written communication skills in English and the ability to work in a collaborative and fast-paced work environment.

This position will be a strong resource for the local Accounting Team and the broader organization. A successful candidate will be open to new challenges and want to work in a wide and forward-thinking business.

The position will be responsible for recording vendor invoices, Intercompany invoices, employee reimbursement, and preparing vendor payments as well as preparing monthly

accruals and reconciling outsourced data with the company's financial records. In addition, familiarity with other aspects of bookkeeping such as Bank reconciliation and AR payments and allocation will be required. The position is located in Petah-Tikva and reports to the accounting team leader.

Key Responsibilities:

Booking multi-currencies invoices for the NA subsidiary as well as the Israeli company and other subsidiaries

Vendor payment preparation

Intercompany reconciliation

Prepare and review monthly accrued expenses.

Employee reimbursement reports

Prepare and review monthly Accounts payable aging reports.

Credit Cards reconciliation

Bank reconciliation

Account receivables reconciliation

Ready to make considerable efforts.

Excellent personal and working relations.

High degree of focus on quality and accuracy

Welcomes new challenges and opportunities.

Independent, self-learning employee

Proven ability of teamwork

Stability in previous workplaces

Qualifications

Bookkeeper type 2

3 year experience

ERP working experience.

Good English

Excellent knowledge of Office applications

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Cross References and Citations:

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