



Freudenberg Performance Materials is a leading global supplier of innovative technical textiles for a broad range of markets and applications such as apparel, automotive, building interiors, building materials, healthcare, energy, filter media, shoe and leather goods as well as specialties. The Business Group generated sales of 890 million euros in 2019. Today, Freudenberg Performance Materials has 35 production sites around the world in 15 countries and has some 5,500 employees. Freudenberg Performance Materials attaches great importance to social and ecological responsibility as the basis for its business success.

The company is a Business Group of Freudenberg Group. In 2019, the Freudenberg Group employed more than 49,000 people in some 60 countries worldwide and generated sales of more than €9.4 billion. For more information, please visit www.freudenberg.com.

Accounts Payable Specialist with Czech (m/f/d)

Responsibilities:

- Performs the Accounts Payable process from the supplier invoice entry until the processing within the ERP system
- Executes the payment process in strong collaboration with the local entity
- Performs credit memo handling
- Resolves open issues with the local entity
- Communicates to local entity the need of creation/modification of vendor master data, if data is not created
- Performs Accounts Payable reconciliation (GL vs SL)
- Offers audit support for activities in scope
- Assure ad hoc support for projects, initiatives

Our expectations:

- Experience in accounting, finance or a related field would be a plus
- Good English and Czech language skills, any additional foreign language knowledge is appreciated
- Experience in the Accounts Payable area would be an advantage
- Computer skills related to Microsoft Office (Word, Excel, Power Point)
- SAP Knowledge or different ERP
- Strong analytical skills
- Typing proficiency and accuracy
- Team player, confident, hard working person

If you like to make a difference and if you would like to be a part of a growing, successful company, then this is the moment to join Freudenberg and become part of a great team! Please send us your resume to hr.romania@freudenberg-pm.com.