



Freudenberg is a global technology group that strengthens its customers and society long-term through forward-looking innovations. Together with our partners, customers and the world of science, we develop leading-edge technologies, and excellent products, solutions and services for 40 market segments. The Freudenberg Group employs some fifty thousand people in around 60 countries worldwide and generates sales of nearly nine billion euros.

Freudenberg Performance Materials is a leading global supplier of innovative technical textiles for the markets of automotive, building materials, apparel, energy, filter media, healthcare and building interiors, among others. The company generates sales of more than 1 billion euros, has 33 production sites in 14 countries around the world and some five thousand employees. Freudenberg Performance Materials attaches great importance to social and ecological responsibility as the basis for its business success.

## **Accounts Payable Specialist with Russian & French**

### **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, Russian and French/Spanish language skills
- 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](mailto:hr.romania@freudenberg-pm.com).