

Job Vacancy

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| Position Title: | Accounts Receivable Supervisor |
| Department: | Chello Benelux |
| Location: | Amsterdam |
| Salary: | Competitive & Excellent benefits |
| Contract: | Definite (12 months) |
| Reporting to: | the Accounting Manager |

Chellomedia Benelux is the leading supplier of Premium channels to the Dutch TV market, distributing its premium pay TV channels Film1 and Sport1 to cable networks and other platforms. It also runs the Digital Media Centre (DMC) in Amsterdam, which provides a full range of broadcast services for channel production, origination and distribution, as well as play out and propagation for several name brand third party channels.

The Role

The Accounts Receivable Supervisor is responsible for the proper and effective management of ChelloBenelux billings, accounts receivable administrative functions, collections and cash management and Intercompany.

- Perform accurate and timely (recurring) billing process on day to day basis and control the overall billing process within Chellomedia and reviews accounting strings;
- Process receipts, adjustments and other movement (unapplied, on account) on a day to day basis into the (Oracle) Accounts Receivable sub-ledger and maintain customer balances;
- Cash Management / Bankstatement processing and cash management reconciliations;
- All collection activities (sending out reminders, call customers, query handling, external collection agencies) and interaction with business line managers, legal team, business controllers and management on the follow up on outstanding receivables;
- Maintain OnGuard with Collection activities and relevant data;
- Ensure accurate and timely reporting : debtors analyses, aging reports, KPI's, non collectable items and ad hoc reports;
- Control ChelloBenelux DSO, Aged debt and manage KPI's;
- Responsible for month end close of sub-ledger Accounts Receivable, subledger and general ledger reconciliation's and follow up on pending items;
- Responsible for month end close of sub-ledger Cash Management, subledger and general ledger reconciliation's and follow up on pending items;
- Improve current operational working processes and improve and maintain system functionality of Oracle and OnGuard;

- Ensure that Accounts Receivable, Cash Management and Intercompany function is working SOX compliant;
- Managing Accounts Receivable Administrator and Cash Management & Intercompany Administrator;
- Other tasks and activities when required, or as requested by line manager

The Candidate

- Education in Business Economics MEAO, MBA, SPD, ACA
- Education in Credit Management
- Oracle (Experience) preferred and / or other financial information systems
- Preferred OnGuard working experience or similar system
- Contract business background preferred
- Ability to work in a dynamic and fast paced environment
- Analytical, energetic, accurate and pro active
- Flexible approach to working hours
- Fluent in Dutch and English

If you meet the above criteria and are excited by this challenge, please send CV and covering letter in English to Lisandra Chacon stating current remuneration package by email jobs@chellomedia.com or post to Chellomedia Programming BV, Human Resources Department, Koningin Wilhelminaplein 2-4, 1062 HK Amsterdam.

Chellomedia is committed to equal opportunities and welcomes applications from all sections of the community