

Job Vacancy

Position Title:	Payroll Accountant (40-60%).
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 payroll accountant is responsible for supporting the monthly outsourced payroll run and maintaining an accurate day-to-day bookkeeping of the payroll accounts on a detailed level for our Pay TV and financing entities.

Payroll

- Reviews and discuss monthly payroll journal and specific items with ADP
- Discuss payroll related GL issues with ADP
- Check payroll data with employment contracts
- Check on a monthly basis payroll journal
- Prepare (through Multilink) and post (Oracle) payroll journal for all entities
- Maintains Multi Link and related tables (cost center and mapping)
- Prepares monthly salary overview to support several Management reports
- Reconciles and substantiates all GL payroll related accounts on a summary and entity level with ADP payroll data
- Communicates discrepancies of reconciliations with HR, insurance Agency and ADP
- Maintain payroll related SOX process documentation and sign off's

Special projects

- Assist with special accounting / finance projects

The Candidate

- Higher education in Business Economics (HEAO/SPD)
- PDL
- Experience with Oracle accounting software and Excel spreadsheets
- Professional experience in an international business environment
- Problem solving team worker with a drive for results
- Pro-active, flexible
- Accurate, energetic
- Fluency in English (and preferable Dutch)
- Flexible approach to working hours

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