

Job Vacancy

Position Title: Supervisor Accounting
Department: Finance
Location: Amsterdam, NL
Salary: Competitive & Excellent benefits
Contract: Definite

Main Responsibilities

Supervisory and accounting responsibilities / activities

- Initiate, guide and process various transactions during the month / and guide and initiate and process the transactional month end close process to ensure timely submission;
- Create and maintain (various) checklists to identify action items and give timely follow up;
- Manage a team of 2 to 3 accountants and ensure this team is robust functioning in line with their job description;
- Guide and review cash management and fixed assets processes and transactions;
- Initiate, create, guide and process miscellaneous settlements;
- Give direct / indirect instructions to subledger Supervisor if and when necessary, but also to SL employees in relationship to financial month end close process
- Define and document processes for general ledger
- Maintain an orderly accounting filing system
- Ensure timely preparation of month end binders (/ audit files) with detailed information and appropriate breakdowns of balances
- Review, together with Manager Accounting, on a monthly basis month end binders based on standard reconciliation templates
- Develop solid and efficient accounting policies, procedures and systems and increases efficiency of accounting and month end process
- Maintain the chart of accounts values and cross validations
- Assist in audits performed by internal / external auditors
- Check and post entries in the General Ledger, if not automatic, of all entities
 - from batches submitted from sub ledgers AP, AR, FA, CM
 - manual entries
- Initiate, reviews and processes proposed entries from sub-ledger owners
- Checks monthly reconciliation of General Ledger accounts with its sub ledgers and resolves problems together with sub-ledger owners
- Reconciles all General Ledger B/S accounts and take appropriate action where and when necessary
- Issues new accounting methods depending on business developments with accurate reconciliation process
- Ensures that reconciliation processes are accurate, timely and SOX compliant according to guidelines from SOX accountant
- Run and reconcile monthly automatic revaluation
- Perform ad hoc activities if/when required

Special projects

- Assists with special (accounting / finance) projects

Knowledge, Skills & Experience

- University degree in Business Administration
- 5-10 years professional experience in an accounting department
- Preferable experience in a managerial position
- Experience with Oracle software
- Excellent numerical and analytical skills
- Excellent coaching, motivating and teambuilding skills
- Strong communication skills – written and oral
- Pro-active and strong personal drive
- Ability to work both with the overall perspective and the details
- Ability to work under pressure
- Ability to work in a dynamic, fast paced, multicultural environment and deal with change management
- Fluency in English and preferable in Dutch

[APPLY HERE](#)

Or please email your CV and a covering letter stating current remuneration package to:

Frank Geuze, Recruitment Advisor

Email: fgeuze@lgi.com

Tel: +31 (0) 20 – 77 83 899

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