



Junior Accounting Specialist | Part-time (1/2)

Workplace: KRAKOW

CRIF is an international group and working with us you have the opportunity to work together with many colleagues from different countries with different cultures. You will be involved in the local operations but will work also with colleagues from other CRIF countries (mainly Slovenia and Italy) - for some tasks more and some other less. We will support you step by step.

If accounting is your passion and career direction that position will truly accelerate your know-how and quickly build a solid expertise.

At the beginning all your tasks will be checked by second hand. You will cooperate with our accounting expert with over 14-years of experience. After a half a year, month by month you will become more and more independent.

Areas of your duties:

- **Aging Payables** (processing invoices received by emails, inserting taxes into a bank, downloading payment confirmations from a bank, making payments, etc.)
- **Business Trips** (checking forms and receipts sent by emails by employees, entering business trips into SAP and internal evidence, communication with our internal Travel office, etc.)
- **Bank reports** (downloading bank statements, uploading bank statements into SAP, checking balances after uploading bank statements, posting bank statements: incoming and outgoing transactions, etc.)
- Other fields (preparing monthly lists of document needed, making reports for credit cards, etc.)

What we require from you:

- MS education in economics, accounting or finance, however, students (4th or 5th year of study) are also very welcomed.
- Very good communication skills (both oral and written) in Polish and English.

- Excellent knowledge of MS Excel.
- Motivation to improve yourself.
- Positive attitude and patience.

Our offer:

- A stable job in a fast growing environment.
- **Employment contract for a part-time job** (Monday-Friday, 1/2)
- Benefit package (private medical care, Multisport, meal/restaurants discounts etc.).
- Fresh different fruits in the office every day.
- Language classes in the office (English & German) - individual or in a team.
- Car and bike parking.

If that sounds interesting, join us! Contact as via email: career.pl@crif.com