

Accounting Officer

Purpose

To provide a full range of administrative support to all levels.

Tasks and responsibilities

- The timely and correct preparation and issues of sales invoices.
- The timely and correct processing of incoming invoices and credit card invoices.
- Monitoring of accounts payable and ensure that incoming invoices are paid on time.
- Handling queries of accounts payable and accounts receivable regarding payments.
- Monitoring cash flow and administration of incoming and outgoing payments.
- Assist with foreign and domestic tax filling.
- Assist with insurance related matters.
- Assist with the preparation of (financial) audits.

Preferred qualifications

- Mid-level education degree in Finance/Administration.
- At least 2 years of relevant working experience in a similar position.
- Excellent understanding of figures.
- Experience in MS-Office.
- Good command of the Dutch and English language, spoken and written.
- Experience with Exact Globe and Scansys is preferred.

Preferred competencies

Bluestream core values

- Commitment
- Innovation
- Client Focus
- Integrity

Functional competencies

- Analysing
- Planning and Organising
- Delivering Results and Meeting Customer Expectations
- Following Instructions and Procedures
- Coping with Pressures and Setbacks
- Achieving Personal Work Goals and Objectives