

Accounts Payable Associate/Europe (Financial Administration)

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Company: Charles River Associates

Location: London

Category: office-and-administrative-support

About Charles River Associates

Charles River Associates is a leading global consulting firm that provides economic, financial, and business management expertise to major law firms, corporations and governments around the world. CRA advises clients on economic and financial matters pertaining to litigation and regulatory proceedings, and guides corporations through critical business strategy and performance-related issues. Since 1965, clients have engaged CRA for its combination of industry experience and rigorous, fact-based analysis that provide clients with clear, implementable solutions to complex business concerns.

Position Overview

The Accounts Payable Associate reports to the Accounts Payable Supervisor and is responsible for invoice processing and review, expense reimbursements, external consultant processing and contract reviews, preparation and review of electronic disbursements, and general journal entries. Covering all AP responsibilities for our Switzerland, Germany and Australian entities as well as ten percent (10%) UK.

- Responsible for invoice input/review in Chrome River and processing of electronic payments.
- Reviews electronic payment batches on a weekly basis.
- Resolves external consultant billing and billing rate issues.
- Works with external consultants, executive assistants, and suppliers to resolve discrepancies or obtain missing information on invoices.
- Works with the contracts department to set up new consultants and resolve any contract

issues.

- Supports Accounts Payable Supervisor/Financial Administration department on miscellaneous projects, including monthly AP close.
- Prepares journal entries for bank charges, FX gains/losses or other adjustments.
- Supports general accounting, billing personnel, external auditors, and consultants by providing backup documentation.
- Ad-hoc training for Chrome River users.
- Responsible for the payment preparation of employee expense reports for those entities of which you are responsible.
- Responsible for the reconciliation and processing of monthly corporate AMEX cards.

Desired Qualifications

- Qualification in an accounting-related field is a plus.
- 2-3 years experience in accounts payable
- Experience with Oracle, Chrome River, and /or other sophisticated finance systems
- Excellent customer service skills and ability to work in a fast-paced environment
- Proficient in using Microsoft Office, Outlook and Microsoft Excel
- Foreign currency/international experience a plus
- Strong attention to detail
- SOX/Internal controls experience preferred
- Able to prioritize and meet deadlines
- Excellent interpersonal, communication, and organizational skills with demonstrated ability to work cross functionally and with various levels within the company, as well as with external vendors

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