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## **Accounts Payable Assistant – full-time**

***Business Consulting Group-BCG offers various offshore outsourcing services for North American clients across finance, administration, customer support, and supply chain***

For the needs of our client, a Canadian-based industrial distribution company, we are looking for an experienced Accounts Payable Assistant to join their Finance team.

This role focuses on accounts payable processing, invoice management, vendor reconciliations, cash-flow support, and maintaining accurate financial records within a fast-paced environment. The ideal candidate is detail-oriented, organized, and comfortable working with ERP systems and high transaction volumes.

### **Key Responsibilities:**

- Enter non-stock purchase invoices, employee expenses, company credit cards transactions, and pre-authorized payments into the ERP system
- Maintain paperless filing systems and document management processes.
- Support weekly payment processing, including invoice validation and payment batch preparation in Microsoft Dynamics 365 Business Central.
- Maintain accurate vendor records, including banking and contact information.
- Reconcile vendor statements and resolve invoice discrepancies.
- Monitor and manage Accounts Payable email inboxes.
- Support audits, reconciliations, lease schedules, fixed assets tracking, and intercompany account reconciliations.
- Collaborate with Finance, Administration, Sales, Purchasing and IT teams to support operational objectives.



**Required Qualifications:**

- Experience in inventory management, purchasing, procurement, or supply chain operations.
- Strong analytical, organizational, and problem-solving skills.
- Advanced Microsoft Excel skills and ERP system experience.
- Excellent attention to detail and communication skills.
- Ability to work independently and manage multiple priorities.
- Strong English verbal and written communication skills.

**Benefits:**

- Competitive compensation (EUR 800 - EUR 950 based on experience and qualifications)
- Hybrid work option (BCG office in Skopje)
- Flexible working hours (8 hrs shift between 10:00-22:00)
- Private health insurance
- Reporting directly to the Client
- Paid 20 days vacation plus statutory holidays (Macedonian and Canadian)

Interested candidates, please e-mail your resume, cover letter and net salary expectation to [contact@bcgoutsourcing.com](mailto:contact@bcgoutsourcing.com) with **Accounts Payable** in the subject line.

Only suitable candidates will be contacted for an interview.