

JUNIOR AP ACCOUNTANT

ABOUT COMPANY:

Founded in 1731 in Solingen, Germany by Peter Henckels, ZWILLING J.A. Henckels is proudly recognized as one of the oldest brands in the world today and a leading brand in cookware, kitchenware, flatware, and beauty products.

As a subsidiary of a global body, ZWILLING J.A. Henckels (Việt Nam) established on July 11th, 2005, located at No. 04 Hung Phuoc 1 Internal Road, Tan Phong Ward, District 7, Phu My Hung, has since grown to become an essential part of the global Zwilling family. Zwilling Vietnam comprises four key business lines: Quality Control, which ensures our products meet the highest standards of excellence; Sourcing and Purchasing, responsible for acquiring the finest materials and managing supplier relationships; the Shared Service Center, providing essential support services across various functions for other Zwilling subsidiaries worldwide; and the Trading division, which focuses on expanding our market presence and driving sales growth.

At ZWILLING, we place great importance on work-life balance, diversity, transparency, and continuous self-development of our people. Our team is full of young and dynamic individuals, fostering an energetic and innovative working environment.

PRIMARY JOB RESPONSIBILITIES:

We are seeking a **Junior Accounts Payable Accountant** who will be responsible for the timely and accurate processing and posting of invoices received. Additional duties include monitoring of the Accounts Payable email boxes, setting up of New Vendor accounts, reconciling vendor accounts to statements received, and answering payment status inquiries received from vendor accounts or Department Heads.

Invoice Processing

- Verify, process, and record vendor invoices in the accounting system.
- Reviewing and reconciling invoices using 3-way match to properly match invoices to purchase orders and receipts to avoid duplicate or unauthorized payments.
- Handle discrepancies and resolve issues related to invoices and payments

Payment Management

- Seeking proper departmental approvals prior to payment
- Schedule and process payments through checks, ACH, or wire transfers.
- Processing of monthly inter-company settlements/payments
- Ensure timely payment of liabilities to maintain vendor trust and company credibility

Reconciliation

- Reconcile accounts payable ledger to ensure all payments are accounted for and properly posted.
- Reconcile vendor statements and resolve any discrepancies.
- Assist in month-end and year-end closing activities related to accounts payable

Vendor Management

- Maintain accurate and up-to-date vendor records.

- Responding to vendor and inter-company payment status inquiries in a timely manner.
- Coordinate with the purchasing and receiving departments to ensure accurate recording of expenses

Compliance

- Ensure compliance with company policies, procedures, and regulatory requirements.
- Maintaining files and documentation in accordance with company policies

QUALIFICATIONS

- Bachelor's degree in accounting, Finance, or a related field.
- 1-3 years of experience in Accounts Payable preferably at a consumer products company
- Basic understanding of accounting principles and AP processes
- Proficiency in accounting software (preferably SAP)
- Proficient English verbal and written communication skills. (Intermediate)
- Proficiency in Microsoft Office, especially Excel.

BENEFITS

- Hybrid working model: enjoy the flexibility of working both remotely and in-office
- Full salary during probation: because we value your contribution and effort
- Social/ Health/ Unemployment Insurance on full salary
- Various allowances: provided with allowance for meals, birthday, marriage, funeral, business trip and newborn.
- Attractive bonuses: 13th Month salary and Performance bonus
- Annual Salary review: ensuring your income reflects your contributions
- Complementary health insurance package
- Annual Health checkup: keeping your health on track with yearly health check-up
- Engaging company activities: employees bonding with team building, birthday celebrations and other holiday festivities
- Complimentary snacks.