

We are looking for a **Finance Administrator on Treasury Field** to join our team in Budapest.

**Responsibilities:**

- Verify the accuracy of vendor invoices, collect coding information, cross-check invoices to accounting in Business Central
- Respond to external vendors and internal managers regarding all aspects of the accounts payable process, including processing invoices for payment and assisting with bank reconciliations
- Research information to provide accurate and timely solutions to internal clients and vendors at multiple locations.
- Inspect paid and unpaid invoices including cleared payment inquiries to maintain accurate files and records according to company standards
- Develop and maintain a filing system for financial information, records and documents to ensure easily available information.
- Participating in process development of Treasury team
- Maintain bank relationships (including payment processor systems, e.g paypal)
- Register payments in banking interfaces
- Follow the administration and operation of bank cards, limits, support onboarding and offboarding processes
- Process expense reports
- Continuous evaluation of current policies and recommendations for process improvements
- Provide support for internal and external audits
- Perform other related duties as assigned by management

**Key requirements and experience:**

- Basic accounting knowledge and good math skills
- Ability to work in a fast paced environment with minimal supervision
- Strong attention to detail with a dedication to accuracy
- Good communication skills and problem solving experience
- Good verbal and written communication skills in English
- Basic understanding of business ethics
- Ability to maintain a high level of confidentiality
- Proficient in Microsoft Office applications
- High School Diploma required
- Associates Degree in Accounting preferred but not required
- 1-2 years as a Treasury area or Accounts Payable Accountant position
- Experience in finance and accounting area is an advantage

**What we offer:**

- A comprehensive benefits package including a competitive salary, clothing allowance and company devices
- A purpose-driven business with a focus on sustainability in all aspects of our business
- An energetic and open-minded global team
- The possibility to learn, develop yourself and be part of the growth story of Nanushka

*NANUSHKA is an equal opportunities employer, we encourage people with a diverse range of backgrounds to apply. All qualified applicants will receive consideration for employment without discrimination on the basis of race, colour, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability, or any other factors prohibited by law.*