For our international client (a modern SSC center in Katowice), we are looking for motivated candidates for the position of **Junior AR Accountant** for a fixed-term project.

In this role, you will be responsible for day-to-day tasks related to invoice processing and vendor reconciliation, ensuring accurate and timely financial records while gradually onboarding into the company's process standards.

Don't wait, apply now!

AP Specialist

Nr ref.: 130/8/2026/RS/269990/jobs.pl Katowice (śląskie)

What you can expect from us?

- A 6-month temporary employment contract (the first one for 3 months)
- Hybrid work model - 3 days in the office, 2 days from home
- Flexible working hours (start between 7:00 a.m. and 9:30 a.m.)
- Benefits package: life insurance, private health insurance, Edenred Card, subsidies on the MyBenefit platform, holiday and vacation bonuses
- The opportunity to work daily at a global corporation with an established market position
- Work in a close-knit, professional, and supportive team
- Work in a modern SSC office in the center of Katowice
- Onboarding, handover of tasks from an experienced team member, and assistance during the first month-end close

Employment agency entry number 47

this job offer is intended for people over 18 years of age

What will your tasks involve?

- Verification of PO/NON-PO related invoices.
- Manual posting performances within ERP system.
- Cooperation with business partners & vendors in order to resolve discrepancies.
- Review of statements of account followed by corrective actions
- Identifying, proposing and implementing potential process improvements
- Dealing with daily accounting matters, cooperating with team members and supporting Team Leader.
- Supporting colleagues and carrying out tasks related to the backup structure.

What we expect from you?

- University degree (Accounting, Finance, Economics or equivalent).
- 1-2 year experience in a Shared Services and international environment is an asset, especially in Accounts Payable area.
- Very good command of English in writing and speech.
- Good command of Polish in writing and speech (working in Team with Polish language).
- Very good knowledge of Microsoft programs (Excel, Power Point, Outlook, Teams).
- Preferably knowledge of Microsoft Dynamics AX and SAP.
- Excellent communication skills and ability to work with people at all levels in a

multicultural environment.

- Ability to work independently and meet tight deadlines.
- Strong attention to detail and accuracy.
- Problem Solving and good analytical skills.