

## Exail Robotics Belgium – Accounts payable specialist

### Your responsibilities

Are you the 'missing link' in our finance department? Due to the strong growth of our company, we wish to expand our team with an Accounts Payable colleague.

Your responsibilities:

- You check incoming invoices and coordinate them with the relevant department
- You book the invoices on the correct cost centers and general ledger accounts
- You book the invoices and match them with the purchase order
- You are responsible for the creation of suppliers
- You are responsible for following up and reconciling payment reminders and outstanding suppliers
- You act as the first point of contact for suppliers and internal services such as production, warehouse and purchasing
- You book account statements daily to have a correct cash position
- You assist during the monthly closings
- You assist with the annual audit
- You help with ad hoc projects such as digitization and implementation of the new ERP system

### Your talents and skills

- You obtained a Bachelor's degree, preferably in accountancy (or other financial direction) but this is no must
- You are (obviously) strong in numbers, analytical, accurate and result-oriented
- Deadlines are more motivating for you
- You like a pleasant, collegial working atmosphere and you are happy to contribute to it yourself
- You are communicative, which makes it easy to consult with other departments
- In addition to being a doer, you are also a thinker (alert and efficiency seeker)
- You express yourself easily in English. Mastery of the French language is certainly an added value

### Our offer to you?

Competitive salary

Group insurance

Hospitalization insurance, including outpatient medical expenses and dental care

Meal vouchers

12 days of paid leave for full-time employees

40 days of remote work per year

A quiet, clean, and modern work environment

Training and career advancement opportunities

A stable employer with a clear long-term vision

<https://www.exail.com/>