

# Upgrade your career



## R2R Senior Process Specialist

### Main accountabilities

- Perform RTR daily and month end close tasks (Preparing and posting journal entries, Intercompany reconciliation, performing various closing activities (e.g. opening new accounting period, uploading payroll data into GL, Closing subledgers, Review P&L accounts, Closing GL, Financial Reporting, Cash Forecast, VAT, Reconciliations)
- Executing controls over RTR processes (reconciliations, financial reporting)
- Being single point of contact for the client, coordinating month end close task list across the streams
- Responsibility for delivery agreed scope of work
- Work closely with the client and maintain good working relationship
- Identify potential improvements within the processes

### Requirements

- Bachelor's degree in Finance & Accounting
- Minimum 3 years experience in RTR area and good understanding of the accounting rules is a must
- Very good English skills are required
- Good analytical skills
- Good practical knowledge of MS Excel
- Ability to enhance process and controls
- Very good Customer Service skills and client-focus attitude
- Strong interpersonal skills and proactive approach
- Teamwork approach
- Flexibility, ability to deal with change
- Ability to work under pressure



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Interested candidates are invited to send CV to [praca.pl@capgemini.com](mailto:praca.pl@capgemini.com).

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