



Accounts Receivable (AR) Specialist

Inceptua is a specialty pharmaceutical company and a premium global service partner. Inceptua Pharma commercializes and markets orphan and specialty care products and have the expertise and capabilities to supply unlicensed medicines globally. Inceptua Services supports pharma and biotech companies with global clinical trial comparator sourcing, packaging, and labelling solutions, pre-approval and medicines access programs and consulting.

Inceptua partners with life science companies of all sizes, drawing on over 25 years of industry experience, and has global operations with local offices across Europe, North America, and Asia.

We recognize that investing in talented people creates value for our customers, our employees, our suppliers, and the communities in which we live and work. Our success is based on the motivation, dedication, and performance of our people. We strive to go the extra mile and achieve excellence in all our services.

We are hiring for the position of **Account Receivable (AR) specialist** to be based in our offices in Switzerland (Lugano) for one year, for an immediate start.

You will be reporting to our Team Leader, Global Cash & Credit Management, and will become part of our global Finance Team. You will be working closely with different internal departments and external financial service companies to ensure posting and collection as well as treasury management.

Responsibilities include, but are not limited to:

- Maintains and updates customer Master Data, including name or address changes, mergers, or mailing attentions
- Approve invoices according to company practices
- Monitor and collect accounts receivable by contacting clients via telephone, email, and mail
- Perform daily cash management duties prepares, posts, verifies, and records customer payments and transactions related to accounts receivable.
- Creates reports regarding the status of customer accounts as requested and other weekly reports (Aging)
- Monthly/Weekly reconcile accounts receivable and bank
- Prepare analytical and ratio analysis in relation to A/R for management to gain a better understanding of how collection efforts are progressing
- Copies, files, and retrieves materials for accounts receivable as needed
- Relays changes of information to appropriate employees.
- Support other accounting and finance team members, inventory management, audit, and cost accounting
- Establishing and maintaining relationships with new and existing customers

- Collaborates closely with teammates to improve service quality and defining required actions
- Performs other related duties as assigned

Your profile:

- You hold a bachelor's degree in accounting
- You have a minimum of 3 years of experience in Accounts Receivables management and accounting; you have also a working knowledge of European VAT requirements
- You are proficient in Navision/Dynamics 365 and MS office tools, in particular advanced Excel Skills
- You are business fluent in English, and the knowledge of an additional European language is of advantage
- You have preferably worked in medium-big sized international environment
- You have excellent communication skills, and a strong collaborative mindset
- You are a great team player with a good sense for different cultures and working environments
- You are able to maintain good customer relationships and anticipate their need
- You have a high level of accuracy for data entry and can work quickly and efficiently

This position is full-time, and we offer a competitive salary. We also offer a generous employee benefit package including attractive, central office locations, training courses, and a range of employee well-being perks.

Our company is home to employees from various backgrounds that speak a range of languages.

If you have a forward-thinking attitude and are ready to go the extra mile with us, we look forward to receiving your application.

Please send your application in English, including a covering letter, to **recruitment@inceptua.com**.

Attachments must be in PDF format.