

## **Accounts Receivable (AR) Analyst**

*We are a pharmaceutical company, and the next generation partner to pharma, biotech, and healthcare. We bring medicines to patients through clinical trial services, early access programs and commercialization of products. 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 **Accounts Receivable (AR) Analyst** to be based in our office in **Lugano (Switzerland)** for immediate start. You will be reporting to our Senior Director, Global Treasury & AP/AR, Global Finance, and will become part of our global Finance Team. You will be working closely with different internal departments and external financial service companies.

### **Responsibilities include, but are not limited to:**

- 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.
- Oversee and manage all Accounts Receivables consolidated reporting
- Creates reports regarding the status of customer accounts as requested, other weekly (Aging) and monthly reports
- 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, business, finance, or related field
- You have a minimum of 3 years of experience in Accounts Receivables management, accounting, approving invoices in an international environment
- 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 an advantage
- You have a high level of knowledge of European VAT requirements
- You have preferably worked in medium-big sized international environment, previous experience in pharmaceuticals sector is an advantage
- 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
- You are capable to work independently, managing priorities and following the company policies.

This position is full-time with a hybrid schedule (three fixed days / week in the office, and the flexibility to work from home two days). Our company is home to employees from various backgrounds that speak a range of languages.

Please send your application, including a cover letter, to [recruitment@inceptua.com](mailto:recruitment@inceptua.com) (attachments must be in PDF format).