

# AP/AR Specialist

*Inceptua is a global pharmaceutical services company with market-leading capabilities across multiple business areas. We have over 25 years of experience serving life science companies of various sizes and global operations with offices across Europe, North America, and Asia.*

*We provide clinical trial supply, services and logistics, including comparator sourcing of medicines, packaging, labelling, storage, and distribution services. And we offer strategic advice, design, facilitation, and implementation of global early access programs, and distributes unlicensed and other medicines worldwide.*

*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 **AP/AR specialist** to be based in our office in **Berlin** (Germany) for immediate start. You will be reporting to the Credit Manager & AP/AR Team Lead and will become part of our global Finance Team. You will work closely with different internal departments and external financial service companies.

## Responsibilities include, but are not limited to:

- Accounts Payable (AP): Reviewing and processing vendor invoices, verifying purchase orders, scheduling payments proposals, and reconciling supplier statements.
- Accounts Receivable (AR): Generating customer invoices, recording daily payments, managing collections, and reconciling accounts receivable aging.
- Reconciliation & Reporting: Reconciling bank accounts, credit card transactions, and preparing aging reports for both payables and receivables to ensure accurate financial reporting.
- Discrepancy Resolution: Investigating discrepancies in invoices or payments, find resolutions and processing adjustments.
- Administrative Support: Maintaining organized financial records and assisting with audit preparation.

## Your profile:

- You hold a degree in accounting, business, finance, or related field.
- You have a minimum of 3 years of experience in Accounts Receivables/Payable.
- You are business fluent in English. Knowledge additional European languages is an advantage.
- You are proficient in Microsoft Excel and an accounting software (D365 F&O is an advantage).

- You have a high level of accuracy for data entry and can work quickly and efficiently.
- You have a strong knowledge of intra- and extra-community transactions, with solid understanding of VAT treatment
- 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/vendor relationships and anticipate their need.
- 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 per week in the office (Tuesday, Wednesday, Thursday), and the flexibility to work from home the two other days). 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 **cover letter** and **salary expectations**, to [recruitment@inceptua.com](mailto:recruitment@inceptua.com) . Attachments must be in PDF format.