

AP SPECIALIST_ EGYPT DESTINATION (F/M)

ABOUT ASSIST 34 EGYPT

Assist34 is a company formed to support multi-national tourism companies worldwide to grow in a highly competitive global travel market. Our job is to ensure our clients, tourism companies, have the best back and mid-office services.

We believe in people. We have built the organization around a human-centric concept where we constantly develop our skillsets and colleagues to stay ahead of the industry

KEY RESPONSIBILITIES

- Checking supplier invoices for correctness of prices and formal requirements
- Clarifying price differences and, if necessary, making decisions with the internal product team and external suppliers on handling them
- Preparation of international payment transactions via banks and payment service providers
- Preparing and coordinating remittance advices and statements
- Allocation of payments
- Reconciliation of bank accounts
- Reconciliation of credit card statements
- General AP related postings

ABOUT YOU

- Bachelor's degree in accounting or finance.
- 2-3 years of experience as Payable Accountant.
- Proficient in Microsoft Office, with advanced Excel skills.
- Minimum English language proficiency: **A2**
- Strong communication and leadership skills.
- Ability to maintain confidentiality of company and partner information.
- Familiarity with international accounting systems is a plus.
- Tourism industry background is highly recommended

ABOUT OUR OFFER – WHY JOIN US

- Fair and competitive remuneration for your contribution to transforming the tourism industry.
- Working in a global tourism-tech start-up with young and passionate colleagues.
- Opportunities for intercultural cooperation and international projects.
- Flat company structure enabling quick decision-making and a chance to be part of the company's success
- Modern and comfortable office space in Hurghada / Egypt.

We look forward to hearing from you.

Please mention the job title in the subject of your email and send your CV to hr.egypt@assist34.com.