

## AP/ AR SUPERVISOR\_ 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

- Coordination with the accounting department of the HQ in Europe
- Ensure appropriate procedures and processing of control processes of supplier invoices for correctness of prices and formal requirements.
- Preparing Data for ad hoc and regular Analytics in the area of AP
- Handling payment budgets.
- Clarifying price differences and, if necessary, making decisions with the internal product team and external suppliers on handling them
- Prepare international payment transactions via banks and payment service providers
- Preparing and coordinating remittance advices and statements
- Reconciliation of bank accounts
- Documentation for year-end close and additional audits
- Posting the bank and allocating incoming payments from customers
- Reconciliation and clarification of differences and queries from the service center
- Ensuring the necessary reminder process
- Allocation and processing of different types of payments including credit card payments

### ABOUT YOU

- Bachelor's degree in accounting or finance.
- 4-5 years of experience as an AP Accountant.
- Proficient in Microsoft Office, with advanced Excel skills.
- Minimum English language proficiency: **B1**.
- Strong communication and leadership skills.
- Experience as a team lead is preferred.
- Excellent time management skills and attention to detail.
- Ability to maintain confidentiality of company and partner information.
- Familiarity with international accounting systems is a plus.
- The 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](mailto:hr.egypt@assist34.com).