

## Financial Assistant (1 position available)

- ✓ Recording supplier invoices in SAP
- ✓ Register statements in SAP
- ✓ Post accounting records in SAP
- ✓ Revision and review of supplier contracts
- ✓ Sales log verification
- ✓ Scanning and archiving accounting documents
- ✓ Extract information from the accounting system and prepare various reports
- ✓ Preparing and applying inventory numbers to fixed assets
- ✓ Other accounting or administrative activities on request

## Internship oportunity

- ✓ Paid internship
- ✓ Transport allowances
- ✓ Location: Turda, Cluj County
- ✓ The internship program starts in July 2019 until September 2019 (6 to 8 hours/day)

## **Requirements:**

- ✓ Enrolled as a third year student (or higher)
- ✓ Fluency in English it's a must
- ✓ Energy and positive attitude