



Are you interested in dealing with the unique and strategic Financial challenges of the 21st century in a professionally challenging and growth nurturing business environment?

If your answer is YES, we are inviting YOU to apply for the position of **Back-Office Clerk** as part of our **Finance Back-Office** team and to build your future alongside a strong team.

The purpose of Back-Office Clerk position is to provide direct accounting services to MOL Romania's Retail Department by ensuring the recording on time of all assigned financial-accounting operations according with the law requirements and internal procedures.

Location: Cluj-Napoca

As a Back-Office Clerk, a typical day might include the following:

- ✚ **In the morning**, you will provide continuous support in terms of figures, analysis and business performance to the relevant business leader.
- ✚ go through all of transactional accounting tasks, document control, reconciliation of booking figures, archiving and communication with internal & external partners related to any tasks required in MOL Romania' Finance Back Office activities. (Non-exhaustive list: supplier invoices, cash & bank, AP / AR, etc);
- ✚ **The rest of the day** may consist of closing collaboration with other units in the Company to ensure full alignment on the way procedures are set up, paying special attention to the information need of such units.

We are exciting, if you have:

- ✓ University Degree in Accounting, Management or Economics
- ✓ Experience in accounting field minimum year
- ✓ Knowledge of MS Windows, MS Office applications
- ✓ SAP knowledge represents an advantage
- ✓ English knowledge

The way we work

At MOL you'll work with us in a fast-paced, international environment. MOL fosters a collaborative work environment focused on people, customers, ownership and agility.

We at MOL Group have a powerful purpose to drive everyday progress and shape tomorrow with our net zero long-term strategy that impacts not just energy but chemicals, waste, retail services and beyond.

Sounds amazing, right?

You will be a part of a vibrant, international community in a stable and innovative regional company, while building your career in a variety of areas such as our core exploration and production, refining and petrochemicals and the innovative and progressive mobility, circular economy, or retail and consumer services areas

Additionally we offer:

- A friendly and helpful team
- A professionally challenging work environment enabling personal and professional growth
- Employee referral bonus
- Our benefits package includes: meal tickets, private medical subscription, significant sports subscription discount

Don't wait, apply today [here](#)! We are excited to review your application!