

# AP Associate with a finance degree who speaks fluently English and Swedish or Danish or Norwegian

Contributed by Team Scandi-jobs.com

Amgen is a leading human therapeutics company in the biotechnology industry. For 25 years, the company has tapped the power of scientific discovery and innovation to dramatically improve people's lives. Amgen pioneered the development of novel products based on advances in recombinant DNA and molecular biology and launched the biotechnology industry's first blockbuster medicines. Today, as a Fortune 500 company serving millions of patients, Amgen continues to be an entrepreneurial, science-driven enterprise dedicated to help people fight serious illness.

## Accountabilities of AP Associate:

- Reports to the AP Manager.
- Records all transactions according to local accounting principles and corporate instructions and processes.
- Ensures payment to third parties according to local and corporate instructions.
- Function for all operational A/P related activities as the dedicated contact person for the affiliates

## Responsibilities:

- Ensures timely and appropriate recording of all transactions in accounts payables.
- Analyzes A/P related issues (e.g: incorrect invoicing and incorrect supplier data) and solves issues independently following the exception handling process.
- Ensures correct archiving of all documents.
- Ensures fulfillment of company obligations to third parties and employees based on established procedures and guidelines.
- Provide monthly and on request analyses and reports.
- Develops format and content of operational reports in close relation with the affiliates.
- Works on improving the use of systems or new systems to be adapted.
- Create and maintain close working relationship with affiliates.
- Function as the SSC affiliated representative for A/P related topics, which includes contact with vendors.
- Contribute to improving vendor relationships together with the affiliates.
- Handles questions from affiliates on A/P related topics and ensures correct follow-up.
- Reinforces purchase order procedure to affiliates.
- Back-up peer AP Associates.
- Create correct and complete VAT and Intrastat reporting.

## Minimum Requirements:

- MBO+ degree in Finance/Accounting
- High level of English, both in oral and written communication
- Fluency (both orally and in writing) in Swedish, Danish or Norwegian
- 1-3 Years of working experience in A/P
- Experience with A/P processes and procedures
- Good computer skills in the Microsoft Office environment

## Preferred Requirements:

- Experience with SAP
- International working experience

We offer a challenging career with a highly successful company and an excellent remuneration package.

Apply here for this job!

Source: [www.amgen.nl](http://www.amgen.nl)