Swagelok Česká republika, Polska and Slovensko is in business with 2 offices in three countries as one team. We are part of a network of more than 200 authorized Sales and Service Centers in 70 countries on six continents for Swagelok products and services. We are rewarded with exponential sales growth by our passion to create safe and optimized fluid system performance through innovative and reliable solutions for our customers in the core markets oil & gas, chemical/petrochemical, semiconductor, and transportation. Our valuable customers see us as a trusted and fully integrated partner for fluid system solutions. We are a team of customer focused individuals, concentrated on their needs. We are excellent in quality and innovation, and ready to gets even better.

**Financial Analyst & Accountant (M/F/D)**

**Position Summary**

We are looking for people who work to improve each day and who are passionate about bettering the lives and experiences of our team and our customers. We have an opening for a full-time, experienced professional for a position in finance in our office in Plzeň, Česká republika. You as a Financial Analyst and Accountant has an important position designed to be responsible for key accounting tasks, GST reporting, accounting process improvement, and help cover absences from the administration team. You are responsible for the timely and accurate entry of financial transactions into the GL and the preparation of working papers to reconcile the bank, fixed assets, etc. You provide internal customers with service and information about operational and financial information, reports, and other details. This position handles key treasury functions and handles some cash management duties. You also support or process transactions necessary to support the accounts payable and collection processes. In addition to this position the employee is responsible for the invoice, booking, and dunning process. You will report directly to the managing director.

**What makes you successful in this role?**

- Adapts Finance departmental plans and priorities to address resource and operational challenges. Decisions are guided by policies, procedures and business plans; receives guidance from managing director.
- Supports implementation of new software tools, establish processes and use the tool in the future to process accounts receivable and accounts payable transactions, debit/credit transactions, system queries
- Understands Operational and Financial Factors: Demonstrate understanding of the business as a system (from marketing through delivery) and how all of the functions interconnect.
- Provides timely and helpful responses to all accounts payable requests and provide clarification in case of any inconsistencies. May negotiate for better payment rates, if required.
- Ensures on-time, booking, payments and archiving of account payables to protect our brand
- Manages the process to follow-up and call on customers for outstanding invoices regularly, which are due endeavoring to collect such invoices timely. Negotiates and advises on collection of overdue bills and work with Customer Service and Sales to verify and take appropriate action to recover overdue payments.
- Administrates customer’s accounts payable contacts and documents conversation in business systems.
- Minimizes financial risk to the organization by assessing and advising on creditworthiness of prospective and existing customers. Updates customer’s payment terms accordingly.
Establishes and maintains accounting policies and controls, fiscal controls, prepares financial reports and safeguards the organization's assets. Maintains accounting and financial records and reports, including general ledger, financial statements, regulatory and management reports.

- Reports non-conformances, errors and omissions to streamline business processes
- Monitors financial details to ensure that legal requirements are met
- Conducts financial analyses. Develops and prepares the organization's financial plans and budgets, interprets financial reports and tax returns, and maintains good corporate relations with the investment and banking communities.
- Project a helpful and confident attitude when dealing with internal and external customers using effective and business-like communication techniques
- Be a part of daily communication within different company subsidiaries and clients
- Demonstrates high level of compliance, integrity, credibility, accuracy and accountability.

**We would love to hear from You, if you have:**

- High School Diploma or higher education
- Financial and accounting background
- Proficiency in Microsoft Office (Word, Excel, Outlook, Power BI, Teams, etc.)
- Advanced MS Excel knowledge required
- Experiences in working with ERP-systems like SAP B1, Premier, or similar systems
- Fluent in spoken and written Czech and English language
- Strategic and entrepreneurial thinking
- Organized – good time management, able to set priorities and meet deadlines
- Ability to build and establish a good working relationship with all the stakeholders
- Stress resistant – perform under pressure, assertive and result oriented
- Trustworthiness, and thoroughness
- Complete tasks with the utmost care
- Willingness to achieve continuous improvements and optimizations. Being innovative
- Intercultural awareness

**We offer You**

- A challenging and interesting job in a great organization
- Extensive long-term opportunities for personal and professional development
- Modern working environment and friendly collective
- 5 weeks of vacation, home office opportunities
- Detailed On-Boarding Plan
- Swagelok University Courses
- Meal vouchers, life insurance allowance, corporate events
- Home-office opportunities
- Development potential for further career move

Log onto [www.swagelok.com](http://www.swagelok.com) to learn more about our products and [https://czech.swagelok.com/cs-CZ](https://czech.swagelok.com/cs-CZ) to learn more about our distributorship that you would be joining.

Have we sparked your interest, and would you like to be a part of the Central Fluidsystems team? Please send your CV in English language accompanied with a photo to the email address recruiting@centralfluid.cz. We are looking forward to meeting you!