

Job description

Title: Accounting Specialist
Reports to: Manager Accounting
Location: Amsterdam, the Netherlands

Company Description

Segway-Ninebot is a global pioneer in high-tech electric mobility, dedicated to revolutionizing how people move. Our mission is to simplify the movement of people and goods, making life more convenient and captivating. Beyond leading innovation in micro-mobility, we are deeply engaged in service robotics and intelligent short-term transportation. With the headquarters stationed in Beijing, China, we focus on research, development, design, and distribution of cutting-edge short-distance transportation solutions. Segway-Ninebot Europe operates with branches in The Netherlands, Spain, France, and Germany.

General Description

We are looking for an Accounting Specialist who can improve our accounting processes. You are responsible for timely, complete and accurate registration of the financial transactions at Segway-Ninebot Europe. Together with Sales and Logistics you are the key person in the day to day operations. In addition, you will be responsible for reconciliations with our HQ in China and setting up reports to inform our sales.

Key Responsibilities

- Performs checks, registration and processing of Accounts Receivable/Payable
- Creates monthly overviews of outstanding Accounts Receivable/Payable
- Booking of banks/Processes payments
- Reconcile e-commerce payments
- Compares financial documents with receipts for consistency and accuracy
- Reconcile Intercompany
- Gathers Finance and Administration data for Manager Accounting
- Credit control
- Experience with business to business communication
- General Ledger tasks

Qualifications and Skills

- An MBO+ education in Accounting
- A minimum of 3 years of experience in Accounting
- Experience with ERP-systems (SAP has a pre)
- You have attention for detail and you are accurate
- Language skills (speaking, reading, writing): English, Dutch
- Planning and Organizing
- Pro-active attitude and taking initiative
- Attention to Detail and Accuracy
- Entrepreneurial
- Commitment