



Advent Group is a prospering media company based in [Paris](#), [Sofia](#) and [Montreal](#) offering its employees a challenging job that requires them to grow!  
Being a worldwide leader in education events and marketing solutions for the higher education sector, we:

- propose website advertising, social media marketing, and media consulting to our clients – business universities;
- organise over 150 events in 60 countries for 50,000 prospective MBA and Master’s applicants each year;
- provide MBA and Masters candidates with assistance with their application process and career guidance.

#### **The Roles:**

We are looking for two people to join our Finance Department – **Junior Accounts Receivable Assistant and Junior Accounts Payable Assistant.**

They will support the team ensuring efficient, timely and accurate invoicing of clients, providing financial and administrative support, maintaining receivable and payable transactions.

#### **The Responsibilities for the Junior Accounts Receivable Assistant are:**

- Create and send invoices to clients for the provided services.
- Resolve all problems with invoices and credit notes and send credit notes when necessary.
- Update the accounting records with new payments, balances, customer information etc.
- Review the online payments, check for credibility and complete bank reconciliation.
- Update the table of incoming payments.

#### **The Responsibilities for the Junior Accounts Payable Assistant are:**

- Record day to day financial transactions and complete the posting process.
- Collect all vendor invoices and process them.
- Provide information to the external accountant.
- Assemble information for external auditors for the annual audit.
- Conduct a monthly reconciliation of every bank account.
- Conduct periodic reconciliations of all accounts to ensure their accuracy.
- Collect and process all the travel expense and other reports for payments.

#### **The Requirements are:**

- Bachelor’s degree in Finance, Economics or related (or in progress)
- Previous experience or internship in a similar position will be considered as an advantage.
- Fluent oral and written English.
- Excellent organizational skills.
- Multitasking ability and positive attitude.

If you are interested, send your CV using the following link:

<https://adventgroup.bamboohr.com/jobs/view.php?id=128>