

## Accounts Payable - Internship

### ABOUT US

CSS Europe organization was established in 2012 as European branch of the CSC global Shared Services organization to support predominantly European markets, but also certain functions worldwide. CSS Europe grew up to 450 professionals supporting over 15 000 CSC employees in 40 countries.

We are looking for people that have enthusiasm for our vision, strategy and goals. Our corporate culture is characterized by open communication, transparency of decisions and team spirit. We encourage active participation, initiative and performance. Innovation is one of our core values, so you will always enjoy yourself and learn as you grow in CSC.

### POSITION SUMMARY

The Accounts Payable team is part of the wider Source to Settle department within CSC that oversees invoice processing and preparation of cash disbursements. The Accounts Payable team is predominantly focused on the proactive review of all supplier invoices for appropriate documentation and approval prior to payment. The Accounts Payable team provides assurance with respect to CSS Payables agreed principles (3 way matching) compliance and will monitor the supplier accounts to ensure payments are up to date.

### YOUR RESPONSIBILITIES

- Check of the invoices to ensure all relevant information is present. Returning back to the vendor any invoice which may be lacking required information
- Matching purchase orders to invoices (PO invoices) or using coding to book the invoices (NON PO invoices)
- Accounts Payable Processing –include posting and parking high volumes of invoices based on the company processes
- Work on reduction of the amount of parked invoices
- Supplier statement reconciliation

### OUR REQUIREMENTS

- University graduates or University students in their last year prior to graduation
- An economic or accounting background (practical experience is an advantage)
- A good command of English
- Basic MS Office skills, specifically Excel & Word desirable
- The ability to work independently and as part of a team
- A flexible, positive and professional attitude
- The motivation to learn and perform

**WE OFFER**

- A paid internship in Prague office
- Training in the field of Finance - Accounts Payable
- A mutually planned agenda (80 hrs a month)
- Active participation in Accounts Payable processes
- The possibility of a job offer after successful completion of the internship program
- International environment
- Brand new offices in Enterprise building at Pankrac

**APPLICATION**

Please send your CV and motivation letter to [css\\_europe\\_recruitment@csc.com](mailto:css_europe_recruitment@csc.com).

**COMPANY INFORMATION**

You will find further information about CSC on our web pages [www.csc.com](http://www.csc.com) and [www.csc.com/eastern\\_europe](http://www.csc.com/eastern_europe).



Prague Office

**PERSONAL DATA ADMINISTRATION APPROVAL**

By submitting your CV and motivation letter you agree with the processing of your personal data and keeping them in CSC Computer Sciences s.r.o. records, in accordance with law no. 101/2000 Coll. This permit is valid until its withdrawal in writing. At the same time, you acknowledge that the personal data contained in the CV are true and accurate.

CSC Computer Sciences s.r.o states that all provided data will be maintained for the purpose conceived by labor law regulations and CSC will not provide this data to any other person or 3<sup>rd</sup> parties, except when required by the law.