

**CHALLENGE Yourself. Make the DIFFERENCE.**

**JOIN CSM !**



To strengthen our Finance Department, our fast growing company is currently seeking a highly motivated and enthusiastic

## **ACCOUNTS PAYABLE OFFICER**

**This position is based in Mont-Saint-Guibert (Belgium)**

### **Main responsibilities**

The Accounts Payable Officer records, validates and prepares payments of supplier invoices. He is the back-up of the Accounts Receivable Officer and supports whenever necessary the department in day to day general administrative tasks.

- **Accounts payables**
  - Ensure recording of supplier invoices
  - Control supplier invoices based on purchase orders
  - Control that the purchasing procedure is respected by purchasers
  - Request approval from purchasers on supplier invoices
  - Prepare payments
  - Communicate with suppliers in case of invoicing issues
- **Accounts receivables**
  - Create customer invoices
  - Communicate with Project Managers as necessary
  - Matching and dunning of customer payments

### **Skills**

- Fluent in French and intermediate level in English is required
- Advanced knowledge of MS Excel
- Absolute accuracy
- Stress resistant
- High organizational and planning skills
- Team worker and team spirit
- Good dose of assertiveness
- Customer oriented

### **Offer**

At CSM, we understand our work within the clinical trial process could not happen without our dedicated employees. That's why we are striving to provide our employees with a challenging working environment which still promotes a work-life balance. We provide competitive compensation and a complete benefits package.

If you have the desire to play your part in making a difference in the lives of patients participating in clinical trials, we want you to apply today by submitting your resume to: [gsmal@csmondemand.com](mailto:gsmal@csmondemand.com)

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*Delivering First Class Clinical Packaging Solutions*

*CSM is a global company with five sites across the U.S. and Europe dedicated to clinical trial supplies. Our innovative solutions highlight our flexibility in managing our clients' clinical trials and allow us to efficiently and quickly deliver medicines to patients in need.*

*CSM is designed to be agile, which means 100% of our infrastructure is dedicated to making sure our clients' investigational medical products are packaged, labeled, and shipped on time and with the highest regard for quality.*

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