



Avion Express is the largest airline in Lithuania and the largest narrow-body wet-lease operator in the world. In 2018 Avion Express will operate 18 Airbus A319/320/321 aircraft.

The company is growing rapidly and is now recruiting personnel to strengthen the team.

Avion Express is based in Vilnius, Lithuania.

ACCOUNTS PAYABLE (AP) ACCOUNTANT

DUTIES:

- Responsible for the end-to-end process of vendor invoice posting, expense and fixed asset accounting;
- Raise any invoice queries, resolve, and identify problematic areas;
- Performing internal control to prevent and detect errors in accounts payable postings;
- Clear open items relating to vendor accounts and reconciliation;
- Monitor aging invoices, research discrepancies;
- Posting month end closing entries (accruals);
- Identify opportunities for process improvement regarding quality and productivity;
- Other tasks as per Accounting department needs.

SKILLS AND QUALIFICATIONS:

- 1-3 years of experience with AP function;
- University/College degree in relevant field is preferred;
- English language skills in written and oral communication is a key attribute;
- Strong analytical skills with attention to detail;
- Good knowledge of Microsoft Office tools and particularly in MS Excel;
- Preferably knowledge of Navision or similar ERP system;

COMPANY OFFERS:

- Interesting and challenging position in an expanding company based in QUADRUM business center;
- Competitive salary and social benefits, including health insurance;
- All conditions required for professional and personal growth;
- Opportunity to face truly international business environment.

Please apply at cvoffice@avionexpress.aero