




The Consilio Consulting Bulgaria EOOD is searching for a

Accounts Payable & Receivable Specialist (m/f/d)

 Sofia (Bulgaria)

YOUR TASKS

- Managing accounts payable and receivable, as well as administrative accounting tasks
- Preparing and processing customer invoices
- Handling cross-company accounting activities
- Reviewing, assigning accounts, and posting business transactions
- Managing billing and invoicing for external service providers
- Processing travel expense settlements
- Clarifying and reconciling accounts
- Overseeing the dunning process and ensuring timely payments

YOUR TALENTS

- Completed education or advanced training in accounting
- Strong theoretical and practical knowledge, especially in accounts receivable and accounts payable
- Proficiency in accounting software and MS Office Suite, SAP knowledge is a plus
- Fluent English at negotiation level (must-have), good to very good German or Russian skills preferred
- Reliable and proactive team player with a structured and detail-oriented work style

YOUR BENEFITS



WHO WE ARE

CONSILIO offers companies excellent consulting services in the digitalization and automation of company-wide business processes. Our consultants combine process-oriented and functional technical SAP application know-how with the aim of improving the competitiveness of companies through the effective and efficient use of standard software. Well-known national and international companies place their trust in us and build on our many years of experience, competence and innovative strength. Because we understand them.

QUESTIONS?



Your Contact:

Inna Derix

Head of People & Organisation