



AP ACCOUNTS ASSISTANT, ITALIAN SPEAKING

DEPARTMENT: Finance
STATUS: Full-time
UPDATED: May 2022

REPORTS TO: AP Team Lead

SUMMARY

Responsible for the Accounts Payable process and contributes to the Month-End GL Process, in a multi company, multi-currency environment.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES*

- Responsible for high volume invoice processing using Navision
- Ensuring all invoices and payments are processed in a timely manner
- Liaising with Management and Suppliers to follow up queries and approvals
- Reconciliation of Vendor Accounts & Month-End Reconciliations
- Adherence to strict deadlines, providing timely, accurate information
- Month / quarter and year end reporting
- Monthly Electronic payment runs
- Other Ad hoc duties

RELATED COMPETENCIES

- **Emotional Intelligence** — Leveraging high levels of self-awareness, self-management, social awareness and relationship management, capacity to manage behavior, navigate social complexities and make personal decisions to achieve positive results.
- **Navigating Complexity** — Proactively and quickly making sense of complex issues; responding effectively to complex and ambiguous situations; communicating complicated information simply.
- **Collaboration** — Working effectively and cooperatively with others; establishing and maintaining good working relationships.
- **Building Strategic Trusting Relationship** — Using appropriate interpersonal styles to establish effective relationships with suppliers and internal partners; interacting with others in a way that promotes openness and trust and gives them confidence in one's intentions.

BASIC AND PREFERRED QUALIFICATIONS (EDUCATION and/or EXPERIENCE)

At least 2 year experience in a similar role.

Leaving Certificate and / or relevant Third Level Qualification.

LANGUAGE SKILLS

Fluent written and verbal English and Italian essential

OTHER QUALIFICATIONS

Strong communication skills, Microsoft Office Suite, particularly Excel, ERP Systems (Microsoft Dynamics experience desirable), Electronic Payments experience.

* GameStop reserves the right to change job descriptions at any time based on business conditions/need, which includes expanding this job's responsibilities and assigning additional duties consistent with the position's purpose. Reasonable accommodations may be made to enable individuals with disabilities to perform required job duties and functions.