

ACCOUNTS RECEIVABLE MANAGER

(F / M / X)



Looking for a job that will take your career to new heights in the aviation industry? Look no further! Avcon Jet, a dynamic international business aviation company, is currently seeking ambitious individuals who are ready to take their career in aviation to the next level.

At Avcon Jet, we firmly believe that our people are the driving force behind our success. It's their passion and dedication that enables us to deliver outstanding service to our clients. Are you ready to structure a debtor management system?

HOW TO APPLY

If you consider these requirements as your challenge and would like to impress us with your personality, send your application documents to recruitment@avconjet.at. Important: We ask you to explicitly mention the job title in the subject of your application: **Accounts Receivable**



YOUR TASKS

- Reporting to the Head of Accounting, you will be responsible for controlling the entire process, from checking the billing; setting up, managing and supporting the dunning process, reconciling accounts with customers, following up by phone and answering customers' questions to ensure that debtors pay the invoices on time.
- You will create, structure, and implement procedures to ensure that all business transactions affecting our company's debtors are properly recorded, posted, and managed.
- In close coordination with your manager and the Director Finance, you will support financial planning by forecasting cash.
- As a specialist within the Accounting Team, you will update and report receivables to Sales, Key Account and Senior Management.



YOUR PROFILE

- Excellent written and oral communication skills in English, German B1, additional language is a plus.
- Min of 3 years of relevant professional experience.
- Bachelor's degree in business administration, finance or another comparable field or 5+ years of qualified experience in a relevant role.
- Proficient IT user skills, are e.g. familiar with using accounting software (bmd), spreadsheets (excel) and forecasting.
- You are characterized by a high level of accuracy, attention to details and have strong organizational skills.
- You are known for being patient, resilient and maintain your positive attitude.
- Unlimited permit to work in Austria, on site workplace Vienna, local presence required.



WE OFFER YOU

- An interesting and challenging field of activities within in the luxury travel industry while working on a flexible schedule.
- After a thorough training, you have the possibility to structure and implement a debtor management system based on your experiences and best practice solutions.
- The statutory minimum monthly salary for a full-time position is EUR 2700,87 gross per month. The actual salary depends on your professional qualification and experience
- It is important for us to build a long-term mutually beneficial relationship with you, to motivate and retain your talent; in our group of companies, we offer multiple career opportunities
- We provide the job ticket for public transportation and support a job bike program.