

ACCOUNTS RECEIVABLE MANAGER

(FULL-TIME) VIENNA (F/M/X)



Looking for a job that will take your career to new heights in the aviation industry?

Are you ready to take ownership and make an impact? At Avcon Jet AG, one of Europe's leading business aviation companies, we're looking for a dynamic and proactive **Accounts Receivable Specialist** to join our international Finance team.

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.

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 PROFILE

- Bachelor's degree (or pursuing one) in Accounting, Finance, Business Administration, or related field.
- Prior experience in accounts receivable management, project management, or accounting is a plus.
- Knowledge of accounting principles, financial analysis techniques, and invoice automation software.
- Familiarity with ERP systems (e.g., BMD) and CRM tools such as Salesforce is advantageous.
- Strong analytical, problem-solving, and organizational skills.
- Detail-oriented and committed to accuracy and timely deliverables.
- Excellent communication skills, with the ability to collaborate effectively across teams and with customers.
- Fluent in English (German is an advantage).
- Proactive mindset with the ability to prioritize tasks and meet deadlines in a fast-paced environment. Proficient IT user skills (e.g. Microsoft Office Products) are self-evident for you
- You have unlimited permit to live and work in Austria



YOUR TASKS

- **Cash Management Projects:** Manage internal projects, supporting the Director Finance & Head of Group Controlling with a focus on communication, stakeholder management, and risk mitigation.
- **Billing & Collection:** Oversee and optimize billing and collection processes, supporting daily operations.
- **Process Improvements:** Partner with the Finance team to automate repetitive tasks, harmonize inputs, and enhance system integrations.
- **Performance Metrics:** Review billing volumes, improve tracking mechanisms, and implement KPI reporting.
- **Governance & Documentation:** Support invoicing governance and process documentation efforts.
- **Streamlined Procedures:** Identify inefficiencies in accounts receivable processes and implement best practices for productivity and compliance.
- **Cross-Functional Collaboration:** Work closely with teams across Finance, Accounting, FP&A, Sales Operations, and Product Teams to standardize processes and drive innovation.
- **Reporting:** Generate detailed performance reports on accounts receivable and invoicing metrics.



WE OFFER YOU

- A dynamic and international workplace with a passionate team.
- Opportunities for professional growth and development.
- The chance to make a tangible impact in a leading global company in the aviation industry.
- The statutory minimum monthly salary for a full-time position is EUR 2.700,87 gross per month.
- Additionally, after three months, we offer the job ticket for public transportation and support a job bike program.