

**ACCOUNT PAYABLE/RECEIVABLE SPECIALIST 40-60% – REINACH, BASEL AREA (CH)**  
(Job Id EV1909-01)



**Evolva...** bringing sustainably sourced, next-generation health, wellness, and nutrition ingredients to the world.

Our lead ingredients are resveratrol for healthy aging products, a great-tasting zero-calorie stevia sweetener to help food and beverage producers replace sugar, and a novel prevention approach to help protect people and pets against the biting pests that transmit diseases like Lyme disease and Zika virus. Further, we are active in the flavors & fragrances market with two ingredients.

More information on our approach to work life can be found on our website:

<http://www.evolva.com/about-evolva/>

**Job description:**

We are looking for a competent and ambitious accounts payable specialist to primarily support the Accounting Team of the Swiss Company. The accountant will report to the Head of Group Accounting.

**Responsibilities:**

- Ensure accurate and timely data entry of all vendor invoices
- Control expenses by receiving, processing, verifying, and reconciling invoices
- Run payment batches
- Maintain supplier master data
- Prepare purchase orders
- Resolve purchase order, invoice, or payment discrepancies
- Complete vendor forms on request
- Review of employee's expense reports and provide support as needed
- Verify vendor accounts by reconciling monthly statements and related transactions
- Maintain vendor relationships and account files
- Maintain historical records by scanning documents
- Maintain and improve systems, procedures and policies, including accounts payable functions to ensure adherence to company guidelines
- Processing of accounts receivable and sub-ledger reconciliation
- Manage accounts receivable master data
- Prepare reminders to collect outstanding credit notes
- Help with the month-end close and the year-end close process

**Ideal Candidate Possesses:**

- Commercial school or accounting background
- Around 3 years of experience in a similar position
- Experience with ABACUS accounting system is certainly a plus
- Experience from working in an international environment is of advantage
- Good control of English and German is required
- Strong attention to detail
- Ability to manage multiple priorities
- Good team player
- Swiss work permit required

As a person, you are resourceful, professional, and skilled in the art of teamwork and clear/concise communication. You are conscientious, considerate, and believe in innovation that benefits consumers, partners, and the planet. You want to play a role in the commercial success of our novel products. You are a problem solver with good interpersonal and English communication skills.

**Location:** Reinach (BL), Switzerland

**Workload:** 40-60%

**What Evolva Offers:** Competitive compensation & benefits

To apply submit your application online at <http://www.evolva.com/join-us/>

Application deadline: October 4, 2019

Please provide your CV and cover letter in English.

*Please note:*

*Applications received from recruiters and other consultants will only be accepted and evaluated if upon the time of submission the recruiter/consultant has entered into a specific agreement with Evolva concerning such submissions.*