



Accounting Associate with French

About Conduent

Through our dedicated associates, Conduent delivers mission-critical services and solutions on behalf of Fortune 100 companies and over 500 governments – creating exceptional outcomes for our clients and the millions of people who count on them.

You have an opportunity to personally thrive, make a difference and be part of a culture where individuality is noticed and valued every day.

Job Description

Key responsibilities:

- Maintenance of accounting records, including accounts payable/accounts receivable, travel expenses, banking processes, payments etc.
- Handling incoming calls/tickets, being a support for vendors and employees
- Solving incidents and service request at Service Desk level in a timely and effective manner
- Accounts reconciliations
- Performing month end closing
- Supporting in various projects for further optimization of the processes
- Ensure compliance with legal and fiscal requirements
- Perform the Ad-hoc tasks delegated by the Superior

We are looking for candidates with:

- Professional level of French language
- Good level of English and Polish
- Knowledge of MS Office, including Excel, is required.
- Experience in a similar position will be an asset.
- Experience with SAP will be an asset.
- Readiness to work in both morning and afternoon shift.
- People willing to work in a hybrid model

What we offer:

- Competitive salary and bonus program

- Employment contract
- Remote work/hybrid model
- Full time Monday to Friday (without night shifts)
- Good opportunities to start professional career
- Work in dynamic international environment
- Daily contact with foreign clients
- Access to comprehensive learning, training and development via our extensive Global learning platform. Opportunity to apply for external professional training and courses that can be co-financed by Conduent.
- Newly refurbished attractive open plan office space in Lodz
- Global Company, international diverse and inclusive environment.
- And our attractive extra's for all our Associates:
 - Private medical care
 - Life insurance
 - Cafeteria plan
 - Sport card/Gym membership
 - Occasional cinema vouchers
 - Co-financing of corrective glasses up to 600 PLN

Closing

Conduent is an Equal Opportunity Employer and considers applicants for all positions without regard to race, color, creed, religion, ancestry, national origin, age, gender identity, gender expression, sex/gender, marital status, sexual orientation, physical or mental disability, medical condition, use of a guide dog or service animal, military/veteran status, citizenship status, basis of genetic information, or any other group protected by law.

People with disabilities who need a reasonable accommodation to apply for or compete for employment with Conduent may request such accommodation(s) by clicking on the following link, completing the accommodation request form, and submitting the request by using the "Submit" button at the bottom of the form. For those using Google Chrome or Mozilla Firefox please download the form first: [click here to access or download the form](#). You may also [click here to access Conduent's ADAAA Accommodation Policy](#).

Osoby zainteresowane prosimy o kontakt mailowy: anita.czepielinda@conduent.com lub aplikację bezpośrednio przez stronę internetową firmy:

[Accounting Associate with French Language in Lodz, Lodz, Poland | Client Relationship Management & Service Delivery at Conduent](#)