

# Argentina Jobs Expertini®

## Accounts Payable Analyst

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Company: Media.Monks

Location: Argentina

Category: other-general

The **Accounts Payable Analysts** responsible for the accurate reporting of financial results, managing the company's financial affairs and providing leadership for the association's corporate and financial governance.

### Key Responsibilities

Process and book purchase invoices in a timely and accurate manner.

Review and reconcile bank statements, ensuring accurate recording of transactions.

Prepare weekly payment lists (taxes and suppliers), verifying payment details and obtaining necessary approvals.

Collaborate with country responsible individuals to address invoice and payment-related queries and issues.

Maintain accurate records and documentation related to accounts payable activities.

Monitor outstanding invoices and ensure timely payment to vendors and suppliers.

Identify and resolve discrepancies or issues related to invoices, payments, or general accounts payable processes.

Assist in month-end and year-end closing activities, including reconciliations and reporting.

Stay updated on relevant industry regulations and best practices in accounts payable.

Collaborate general administrative tasks.

## Qualifications And Skills

Previous experience in accounts payable at least 2 years or a similar financial role.

Intermediate English communication, both oral and written.

Systems experience: Quickbooks, Bill.com, Netsuite

Strong attention to detail and accuracy in processing financial transactions.

Ability to work independently and meet deadlines in a fast-paced environment.

Excellent organizational and time management skills.

Strong problem-solving skills and the ability to resolve issues proactively.

Understanding of basic accounting principles and practices.

Ability to maintain confidentiality and handle sensitive financial information.

#LI-SS2 #LI-Hybrid

### **About Media.Monks:**

Media.Monks is the purely digital operating brand of S4Capital plc that connects 8,600+ digital natives across one global team. We are united by a mission to shift industries forward and pave the path towards ambitious outcomes so our clients and our people can realize their full potential for growth. Our unified model combines solutions in media, data, social, platforms, studio, experience, brand and technology services to help our clients continuously reinvent themselves throughout increasingly rapid cycles of disruption. Our efforts to shape culture, build innovative technologies and unlock the future of growth have earned recognition from numerous esteemed panels: we maintain a constant presence on Adweek's Fastest Growing lists (2019-22), regular recognition at Cannes Lions, inclusion in AdExchanger's Programmatic Power Players (2020-23), the title of Webby Production Company of the Year (2021-23), a record number of FWAs, and have earned a spot on Newsweek's Top 100 Global Most Loved Workplaces 2023. Together, these achievements solidify our experience in digital innovation, excellence in craft, and commitment to personal growth.

While we continue to grow our teams, please be mindful of fraudulent job postings and recruiting activities that may use our company name and information. Please be mindful to protect your personal information, especially your national identification number, and bank

account information during a recruiting process. While Media.Monks may reach out to potential candidates via LinkedIn, we will always ask applicants to apply through our website () and will never ask for payment or bank account information during the recruitment process.

**Disclaimer:**

**Responsible for resourcing and implementing security controls for your teams processes and systems**

**Responsible that all your personnel apply information security in accordance with the established information security policy**

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