



**For 100 years our passionate mission of safety empowers us to protect lives.** With 42 international locations and its head office in Cranberry Township, Pennsylvania, MSA is a global leader in the development, manufacture and supply of Personal Protective Equipment and Gas Detection System Solutions. We are committed to providing the latest in innovative, best-in-class safety solutions that feature integrated systems capability and allow our customers to return safely to their families and friends. Every day our customers place their lives in our hands. In response, we provide them with protection they can trust. It is gratifying to lead the way as a source of inspiration. More than 5,000 employees worldwide are already doing this.

For our main office in Berlin we are currently looking for a motivated:

## Accounts Payable Associate (m/f)

This position is limited to 6 months.

In this position you will provide support to the Accounts Payable team in all aspects.

### Your Duties:

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- Coding of incoming invoices, the gathering of proper invoice approvals or mapping the invoice to purchase orders / goods receipt
- Process Freight and Customs invoices and maintain good working relationships with business partners (i.e Logistics / Procurement)
- Working with Readsoft E\_Payables (planned implementation 2016)
- Incoming mails receipt and distribution to the finance team
- Support to the T&E clerks: Travel Expense journal vouchers archiving and filing

### Your Profile:

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- Educational background in accounting principles and concepts
- Minimum of 3 years experience in a similar position
- Preferably already worked with accounting information systems (SAP R/3, E\_Payables, i.e. Readsoft Optical scanning software)
- Knowledge about the use of Microsoft Office Products
- Good German and English language skills (other European languages are a plus)

### We offer:

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- A comprehensive training
- A diverse range of activities in an internationally successful company
- A varied role with responsibility
- Opportunities for personal and technical development
- A pleasant, dynamic and motivated working environment

### Interested?

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We are looking forward to receiving your application. Please send your application documents in German and English with details of your desired salary and earliest start date by e-mail to: [HR.de@MSAsafety.com](mailto:HR.de@MSAsafety.com)

**MSA Technologies and Enterprise Services GmbH**

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