

Senior Accounting Coordinator, Cash Payments (Home or Office Based in Bulgaria)

At Thermo Fisher Scientific, you'll discover meaningful work that makes a positive impact on a global scale. Join our colleagues in bringing our Mission to life - enabling our customers to make the world healthier, cleaner and safer. We provide our teams with the resources needed to achieve individual career goals while taking science a step beyond through research, development and delivery of life-changing therapies. With clinical trials conducted in 100+ countries and ongoing development of novel frameworks for clinical research through our PPD clinical research portfolio, our work spans laboratory, digital and decentralized clinical trial services. Your determination to deliver quality and accuracy will improve health outcomes that people and communities depend on – now and in the future.

The **Senior Accounting Coordinator** performs multiple accounting and administrative support functions and maintains accurate financial records by making standard calculations to accurately compile and report statistics.

Main duties and Responsibilities include:

- Receive and process cash payments to clients, employees, and vendors.
- Count, verify and record cash transactions accurately.
- Maintain detailed and organized records of all cash transactions.
- Prepare and complete necessary documentation for each cash transaction and ensure compliance with internal and external controls.
- Generate regular reports summarizing cash transactions.
- Daily, Weekly and Monthly Bank Statement Review
- Provide Proof of Payment upon request
- Ensures accuracy and compliance with all accounting regulations.
- Respond to Audit queries
- Completes ADHOC assignments delegated by management

Education and Knowledge:

Ideally candidates will have financial background, one or more years of basic accounts experience and preferably accompanied with attendance on a basic Accountancy course or graduates with some administration or finance work experience. Strong attention to detail and good knowledge and experience with MS Excel would be considered as a strong advantage.

If you have excellent language skills in English (second language would be a plus) and ability to work both in a team environment and independently, do not hesitate to apply now by sending your CV in English.

What We Offer:

At PPD clinical research services we hire the best, develop ourselves and each other, and recognize the power of being one team. We understand that you will want to grow both professionally and personally throughout your career, and therefore at PPD clinical research services you will benefit from an award-winning learning and development programme, ensuring you reach your potential.

As well as being rewarded a competitive salary, we have an extensive benefits package based around the health and well-being of our employees. We have a flexible working culture, where PPD clinical research services truly value a work-life balance. We've grown sustainably year on year but continue to offer a collaborative environment, with teams of colleagues eager to share expertise and have fun together. We are a global organization but with a local feel.

Our Mission is to enable our customers to make the world healthier, cleaner and safer. Watch as our colleagues explain 5 reasons to work with us. As one team of 100,000+ colleagues, we share a common set of values - Integrity, Intensity, Innovation and Involvement - working together to accelerate research, solve complex scientific challenges, drive technological innovation and support patients in need. #StartYourStory with PPD, part of Thermo Fisher Scientific, where diverse experiences, backgrounds and perspectives are valued.

Thermo Fisher Scientific is an EEO/Affirmative Action Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability or any other legally protected status.

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