



Position Title: Accounting Assistant II

About Us:

TechnipFMC is committed to driving real change in the energy industry. Our ambition is to build a sustainable future through relentless innovation and global collaboration – and we want you to be part of it. You'll be joining a culture that values curiosity, expertise, and ideas as well as diversity, inclusion, and authenticity. Bring your unique energy to our team of more than 20,000 people worldwide, and discover a rewarding, fulfilling, and varied career that you can take in anywhere you want to go.

Description:

Processes various types of accounting transactions. Prepares basic financial reports and review accounts for accuracy and compliance to standards and procedures

Responsibilities:

- Books transactions in Accounting/ ERP system
- Compiles data, initiates and processes financial reports
- Ensures compliance with controls around the invoice accounting processes and support audits (internal and/or external)
- Participates in the automation of processes related to his/her area of work
- May initiates and processes journal entries into various accounts
- May ensure correct interface integration Specific AP• Generates payment run
 - Justifies and documents AP accounts: reviews open purchase orders, open receipts, and unapproved invoices
- Controls travel & expenses and proceeds to payment Specific AR

Requirements:

- Secondary school /High school diploma, preferably degree in Accounting or equivalent
- 3 to 5 years of experience
- Knowledge of accounting systems
- Knowledge of Accounting standards and principles, including month end closing processes

Instructions to Apply:

Send resume and cover letter to
https://careers.technipfmc.com/job/Georgetown-Accounting-Assistant-II-%28GJOB054002-11_1%29/1116661600 with subject line:
Accounting Assistant II - First and Last Names.