



## POSITION CARD

### DOCUMENT HISTORY\_ VERSION

CREATED: 09.2022

UPDATED: 03.2023

VERSION HISTORY: 2

**Position:** Invoicing & Cost Account Representative

**Company:** Arkas Hellas

**Department:** Finance

**Report to:** Accounting Supervisor

**Position Holder:** Michalis Chatzipetros

**Location:** Piraeus

**Replaced by:** Elena Gavrilou

**Function:** Accounting

**Manager/Individual Contributor:** Ind. Contributor

**Budget Responsibility:** No

### Purpose of the Position

Issue and provide all the invoices to the customers, as per the order from the relative departments. Each shipment is completed after the issuance of the invoice. Follow all necessary procedures & deadlines for Vat/My Data related reasons.

### Key Accountabilities:

- Issue e-invoices
- Issue and manage guarantees
- Follow up customers' payments
- Check customers' payments to be in line with their credit agreements
- Input discrepancies from payments in our local accounting program & inform Credit control accordingly.
- Export list -approvals to documentation
- Follow up and issuance payments of Pilots' invoices and DETE (custom's invoices)
- Vendor Invoices / Cost Control & Data entry according to deadlines for Vat declaration.
- Solve discrepancies with suppliers.



#### **Additional tasks**

- Assist Credit Control Representative by providing weekly customer report.
- Replace and support other team members during holidays/absence

#### **General Responsibilities:**

*Responsibilities that apply to everyone who works at Arkas Hellas Group*

- Follow general company's policies
- Respect colleagues and embrace diversity
- Be consistent with company's values
- Put customer in the center of all daily activities
- Support and quickly adapt any innovations and changes within company

#### **Knowledge and Competencies:**

*Qualifications that are necessary for someone to fill the position*

- Minimum 2 years of experience in Accounting Department
- Additional experience in Shipping Industry is desirable
- Education: A graduate in Accounting & Finance
- Computer literacy and knowledge of the operating systems / software
- Very good level in English (verbal and written)
- Ability to follow up and provide constructive feedback

#### **APPROVALS**

**POSITION HOLDER: MIHALIS CHATZIPETROS**

**M.D. People, communications and shares Services: WANDA COSTOPOULOS**

**SUPERVISOR (of the position): GEORGIA PARNAVELA**