

# CITCO



CITCO VILNIUS office was opened in 2007 on the top floor of the „Vertas“ building and belongs to the Citco Group of Companies that is well known as a worldwide global organization of financial service providers for over 75 years. Today CITCO VILNIUS employs more than 250 employees who provide accounting and corporate legal services to top class international clients, stock listed multinational companies and real estate investment funds.

**We are expanding and looking for talented and motivated professional:**

## **ACCOUNTS PAYABLE OFFICER**

### **Key Tasks and Responsibilities**

- Review and process payment transaction documents
- Ensure payments are in accordance with Client / Company Policies and Procedures
- Liaise externally with clients and third parties
- Liaise internally with other Citco offices worldwide

### **Requirements for the candidate**

- University or College degree or last year student
- Computer skills (Microsoft Office packages)
- Accuracy, attention to details, communication skills
- Able to work in dynamic organization
- Fluency in English

**We offer you: a challenging position in an expanding international company, great working environment, competitive salary and benefits, career and self-development opportunities.**

To apply for this position please send your CV and application letter in English with indication of position to e-mail: [Recruitment-Vilnius@citco.com](mailto:Recruitment-Vilnius@citco.com)