

Payroll Accountant at Jacobs Engineering Group Incorporation

Top Skills

MS Office: advanced level of Excel SAP (including Business Warehouse)- advanced Internet Oracle

2022: Lean Awareness Training-introduction

2017: Tax Consilium, Certyfikowany Kurs Kadry i Płace od podstaw

Experience

Jacobs Engineering Group Inc.

Payroll Staff Accountant/ GL Accountant

March 2016 - Present (8 years 6 months)

Kraków, Woj. Małopolskie, Polska

- balance sheet account reconciliation
- preparation of journal entries and accruals, global payroll tax analysis and reconciliation
- initiation and follow-up on corrections in Oracle
- provide support for internal and external audits, ensuring compliance with company policies, relevant accounting requirements
- internal controls, monitoring of balance sheet accounts and analyzing Indirect Cost Variances
- preparation of ad hoc reports and analysis as requested by management
- preparing employee benefit schedules, performing payroll Gross to Net tie-outs

Supporting corporate Team in following process:

- prepare journal entries (Hedge interest, India True up
- Legal Fees Oracle check
- Jacobs Consolidation plan journal
- balance bank confirmation

RWE GBS Polska

GL Accountant

December 2014 - February 2016 (1 year 3 months)

Krakow

- performing closing activities
- reconciliation of GL accounts, clearing of GL account
- support tax department in preparation of VAT returns (German market)
- EU Sales List (German market)
- incoming/outgoing payment
- migration of GL processes from Germany to Poland (three

months transition)

IBM BTO Business Consulting Services Sp. z o.o.

GL Accountant

March 2013 - November 2014 (1 year 9 months)

Kraków, Woj. Małopolskie, Polska

- performing day-to-day general ledger operations
- Vat return preparation, Intrastat (German market)
- GL account reconciliation
- month end close activities in regard to general ledger
- clearing of GL account
- posting of incoming payment on customers' accounts

Philip Morris SCE

1 year 4 months

Finance Associate

February 2012 - February 2013 (1 year 1 month)

Kraków, Woj. Małopolskie, Polska

- preparation and submission of VAT returns, EC Sales Lists within Central Europe markets (Poland, Estonia, Latvia),
- supervision of the documents dispatch to the affiliate in Portugal, support in preparation of Czech Republic VAT declaration

Document Processor

November 2011 - January 2012 (3 months)

Kraków, Woj. Małopolskie, Polska

- processing and checking the correctness of incoming documents
- sorting and scanning documents, contact vendors, suppliers in case of receiving documents not filling the invoice's requirements - archiving documents

Education

AGH University of Science and Technology

Magister (Mgr), Management of Human Resources
