



Cabot Corporation is a leading global specialty chemicals and performance materials company headquartered in Boston, USA. Cabot delivers performance solutions that solve customers' challenges today and prepare them to meet tomorrow's needs. Our businesses serve key industries such as transportation, infrastructure, environment and consumer. Cabot is a business-to-business company with 45 manufacturing facilities in 21 countries.

## ACCOUNTS PAYABLE INTERNSHIP (6 MONTHS CONTRACT)

### About the role

*The Accounts Payable team is responsible to process and pay on time all supplier invoices in accordance with accounting standards, process guidelines, internal control procedures and negotiated terms. The team reviews, escalates, monitors and solves discrepancies between purchase orders, receipts and vendor invoices; accurately and timely performs the required month end closing activities; controls and reviews the payment process and manages items received but not invoiced.*

### Job Responsibilities

- ◆ *Scan and process suppliers' invoices in the ERP system*
- ◆ *Support the internal control process around accounts payable*
- ◆ *Follow corporate authorization and approval guidelines*
- ◆ *Perform accurately and timely the assignments given by the Accounts Payable Team Manager*

### Job Requirements

- ◆ *University students (ideally 3rd of 4th year) or recent graduates (Business Administration, Finance, Accounting or similar study programme)*
- ◆ *Aiming to build career in the finance field*
- ◆ *Motivated and willing to obtain new skills*
- ◆ *Positive attitude, good problem solving skills and an eye for details*
- ◆ *Excellent English language skills*

### Contact



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### About the site

Business Services Centre in Riga, Latvia has been operating since 2014 and consists of more than 140 enthusiastic and talented team members. We are responsible for providing financial, IT, purchasing and customer service support for 21 locations in EMEA. We are committed to maintaining a safe, fulfilling work environment based on our core values of respect, integrity, excellence and responsibility.