

# Colombia Jobs Expertini®

## Client Ops Analyst (Finance Analyst)

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Company: Publicis Global Delivery

Location: Bogotá

Category: business-and-financial-operations

### Job Description

As part of the Operations team, you will support our media and finance teams by handling various functions involved in the media billing process and other administrative duties.

Data entry

Support media billing processes

Liaise with agency support services and vendors to resolve media billing issues

Identify and reconcile discrepant invoices

Request and process credits

Source and compile information for client reporting

Tracking client purchase orders and YTD media and fee billing

Supporting vendor compliance processes

Keeping track of media authorizations

If you are someone who is willing to take on new challenges and work in a dynamic and fast paced work environment, you are the right candidate for us!

### Qualifications

Bachelor's degree

English B2+

Financial Knowledge: Basic understanding of finance, accounting principles, and financial statements to assist clients effectively.

Intermediate expert use of Microsoft Office software, especially Microsoft Excel (Pivot Tables, V-Lookups, IF)

Detail-oriented, and comfortable working with numbers

Ability to thrive in a fast-paced environment

Strong team player with the ability to work on own initiative and occasionally unsupervised

Ability to communicate effectively by telephone, in writing, or in person

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