

## **Job Title: Finance Operations Specialist with knowledge of Bulgarian - Accounts Payable**

### **Who we are**

Together, we're on a mission to make good health more affordable and accessible, to help millions around the world enjoy healthier lives. It's a mission that bonds our people across nearly 60 countries and a rich, diverse variety of nationalities and backgrounds. Working here means working with the world's leading manufacturer of generic medicines, and the proud producer of many of the products on the World Health Organization's Essential Medicines List. Today, at least 200 million people around the world take one of our medicines every single day. An amazing number, but we're always looking for new ways to continue making a difference, and new people to make a difference with.

### **How you'll spend your day**

**As a member of the Global Business Services - Finance team, you will be responsible for:**

- Performing operational accounting tasks
- Reviewing and posting accounting documents
- Supporting the preparation of reports and conducting various analytical activities
- Participating in the transition of accounting operations
- Collaborating daily with various service users

### **Your experience and qualifications**

- Excellent knowledge of **Bulgarian** and **English**
- A degree in economics or a related field is an advantage
- Experience in accounting tasks is an advantage
- Proficiency in MS Office tools, with emphasis on Excel
- Accuracy, timeliness, systematic approach, and responsibility in performing work tasks
- Willingness to work in an international environment

### **Already Working @TEVA?**

If you are a current Teva employee, please apply using the internal career site available on "Employee Central". By doing so, your application will be treated with priority. You will also be able to see opportunities that are open exclusively to Teva employees. Use the following link to search and apply: [Internal Career Site](#). The internal career site is available from your home network as well. If you have trouble accessing your EC account, please contact your local HR/IT partner.

### **Teva's Equal Employment Opportunity Commitment**

Teva Pharmaceuticals is committed to equal opportunity in employment. It is Teva's global policy that equal employment opportunity be provided without regard to age, race, creed, color, religion, sex, disability, pregnancy, medical condition, sexual orientation, gender identity or expression, ancestry, veteran status, national or ethnic origin or any other legally recognized status entitled to protection under applicable laws. We are committed to a diverse and inclusive workplace for all. If you are contacted for a job opportunity, please advise us of any accommodations needed to support you throughout the recruitment and selection process. All accommodation information provided will be treated as confidential and used only for the purpose of providing an accessible candidate experience.