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ACCOUNTING EMPLOYEE (M/F/D)

Full-time or part-time from 30
hours

Type of employment

St. Georgen bei Grieskirchen

Location

Finance

Area



Anna Maria Rab

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VIEW JOB ONLINE

Your tasks:

- Interface between the local accounting department of the subsidiary in the Czech Republic and the headquarters in Austria
- Proactive support in the implementation of efficient ongoing accounting at the subsidiary in the Czech Republic
- Verification and posting of electronically pre-entered incoming and outgoing invoices
- Open item management in the accounts payable & Accounts receivable
- Processing supplier and customer enquiries in connection with invoicing and payment processing
- Active involvement in the design and further development of the incoming invoice process to optimise digital processes

Your profile:

- Completed commercial training (HAK, HLW | FH, Uni)
- Successfully passed accountant exam
- Multiple years of experience in accounting
- Experience with accounting and merchandise management systems
- Sure handling of MS Office, especially Excel
- Independent, structured and accurate way of working
- Good written and spoken Czech and German

You can expect:

- Varied projects in a motivated team
- Modern work equipment and well-equipped production halls
- Numerous additional benefits: Fruit, company doctor, gym allowance, ...
- Development opportunities in a successful industrial company with a familiar corporate culture
- Canteen with regional delicacies
- Home office option (max. 1.5 days per week)

Do you like this job? Then apply now - we look forward to getting to know you!

The gross salary for this position is €3,000 based on full-time employment. We are happy to overpay depending on your professional experience and qualifications.