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## **PAYROLL ACCOUNTANT (M/F/D)**

### **Full-time**

Type of employment

### **St. Georgen bei Grieskirchen**

Location

### **HR**

Area



**Maria Zirwig**

T +43 7248 62794 413



**VIEW JOB ONLINE**

#### **Your tasks:**

- Independent implementation of monthly payroll accounting
- Supervision of time management and maintenance of working time and absence records
- Processing of travel expense accounting and organisation of business trips
- Operation of a wide range of personaladministration tasks
- . and absence records
- Processing travel expense accounting and organising and booking business trips
- Dealing with a wide range of HR administration issues, taking into account labour law regulations
- Creating evaluations and reports
- Communicating and corresponding with internal and external contacts

#### **Your profile:**

- Completed commercial training
- Personnel accounting examination an advantage
- Mind. 5 years of professional experience in a comparable position - ideally in an industrial environment
- Good knowledge of Austrian labour, tax and social security law
- Good MS Office skills as well as experience in dealing with time recording and accounting systems (BMD NTCS an advantage)
- Structured, accurate and discreet way of working
- Strong communication skills and ability to work in a team

#### **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

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

For this position, a gross salary from €3,500 is envisaged on a full-time basis. We are happy to overpay depending on your professional experience and qualifications.