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ACCOUNTS PAYABLE CLERK (M/F/D)

Full-time

Type of employment

St. Georgen bei Grieskirchen

Location

Finance

Area



Anna Maria Rab

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VIEW JOB ONLINE

Your responsibilities:

- Independently checking and processing incoming invoices throughout the approval process
- Following up on pending approvals and ensuring invoices are processed on time
- Processing supplier enquiries relating to invoicing and payment processing
- Assisting with the execution of payment transactions
- Contributing to the optimisation of accounting processes and various digitalisation projects

Your profile:

- Completed commercial training (apprenticeship, HAK)
- Successfully passed bookkeeping examination
- Initial professional experience (approx. 1 to 2 years) in accounts payable / invoice verification
- Proficiency in MS Office, particularly Excel
- Independent, structured and meticulous approach to work
- Ability to work in a team, flexibility and strong communication skills
- Good written and spoken German; knowledge of English would be an advantage

What you can expect:

- Varied projects within a motivated team
- Modern equipment and well-equipped production halls
- Numerous additional benefits: Fruit, company doctor, gym subsidy, ...
- Opportunities for professional development in a successful industrial company with a family-like corporate culture
- Canteen serving regional specialities
- Option to work from home (max. 1.5 days per week)
- The chance to play an active role in shaping the company's future

Does this job appeal to you? Then apply now – we look forward to getting to know you!

For this full-time position, a gross salary starting from 3,000 euros is on offer. We are happy to offer a higher salary depending on your professional experience and qualifications.