

Accounting Employee (m/f/d)

Vicinity of Frankfurt

Our client is the German branch of a Japanese industrial company located in Frankfurt area. Currently they are looking for a new motivated employee to support the Accounting team.

Your tasks

The main focus of this position is the pro-active take-over of basic Accounting tasks and supporting the Accounting Manager in daily business:

- Preparation, verification and management of incoming / outgoing invoices and reconciliation of accounts
- You will be the contact person for the external service providers and will be responsible for preparing and providing accounting-related documents and information, e.g. preparation of audits
- Processing transactions, journal and ledgers entries
- Entering expense reports and issuing reimbursements
- Handling dunnings and other accounting communications with customers and vendors
- Assisting with preparing financial reports (e.g. quick report)

Your profile

- Completed University degree or vocational training, preferably in the field of Accounting
- 1-3 years of Accounting-related work experience advantageous
- Language skills: English fluent, German intermediate, Japanese welcome, but not a Must
- Competency in MS Office and Accounting / ERP software
- Attention to detail and organizational skills
- Ability to maintain confidentiality

Benefits

- Full-Time position (38,5h/week), but reduced working hours negotiable
- Commuting expenses support

Contact

If you have any questions regarding this position, please contact Miho Ouchi under +49 211 749 686-38 .
We look forward to receiving your application!

Referenznummer: 4437

Fischer HRM GmbH
Internationale Berater
für Human Resources Management
Niederkasseler Lohweg 18
40547 Düsseldorf

+49 (0)211 - 74 96 86 - 0
info@fischer-hrm.de