



PR/086848 | Bookkeeper / Buchhalter:in (m / f / d)

Job Information

Recruiter

JAC Recruitment Germany

Job ID

1512955

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Germany

Salary

Negotiable, based on experience

Refreshed

March 18th, 2025 01:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

OVERVIEW

An international aesthetics and cosmetics machines and associated consumables manufacturer. With an outstanding reputation in the market plus being one of the best-listed stock companies in NASDAQ.

KEY REQUIREMENTS

- Experience in bookkeeping and accounting reconciliation
- Familiar with MFG or SAP systems
- Business level in German and English communication skills
- Able to work onsite 100%

JOB RESPONSIBILITIES

- Responsible for accounting and bookkeeping activities within Germany and Austria
- Input and administration including attending to associated administration for customer, supplier, and debtor accounts reconciliation
- Proceed sales and purchasing invoices and payments
- Process business and employee expenses and input data on the MFG system
- Responsible for inputting back receipts and payments into the system
- Reconcile daily banking activities on the system
- Assist and prepare payroll information
- Maintain and monitor fixed assets
- Prepare VAT return on a monthly basis
- Support month-end closing with trial balance, monthly reports, prepayments, accruals, depreciation, and payroll work
- Collaborate and support audit processes to provide necessary documentation and support during audits

JOB REQUIREMENTS

- Minimum 3 years of experience in accounting or finance operations.
- Knowledgeable in Handelsgesetzbuch (HGB) would be advantaged
- Familiar with accounting software MFG or SAP
- Energetic, hands-on mentality, and can-do attitude
- Eligible to work in Germany

Company Description