



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**