



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

募集職種

人材紹介会社

ジェイエイシーリクルートメントドイツ

求人ID

1512955

業種

監査・税理士法人

雇用形態

正社員

勤務地

ドイツ

給与

経験考慮の上、応相談

更新日

2025年04月02日 23:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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

会社説明