



## Junior Accountant (m/f/d) Accounting Operations

Our client is a major financial institution looking to strengthen their team as soon as possible with a:

### **Junior Accountant (m/f/d) Accounting Operations**

#### **Your future tasks and responsibilities:**

- Day-to-day financial accounting operations, e.g. capturing, processing, recording and reconciling administrative accounting data as part of the integrated procure-to-pay process and respecting procedures established in the Division.
- Preparing payment runs in SAP/ERP.
- Extracting, analysing, and contributing to presenting the financial accounting information and related conclusions to various Accounting Division stakeholders.
- Providing general administrative support, as required, e.g. processing incoming post of the Accounting Division.
- Monitoring the Accounting Division's communication channels and responding accordingly (e.g. Inboxes in SAP and Outlook, Accounting Telephone Hotline).
- Maintaining electronic and paper based registrations and filing systems.
- Contributing to the enhancement and development of the Division's best practices, procedures, processes, systems and documentation.

#### **Your Career Profile:**

- A Bachelor level degree in finance, accounting or business administration or a vocational qualification in the field of the financial accounting.



- At least 2 years' experience in the field of accounting or financial reporting operations.
- At least 2 years' experience with SAP or similar enterprise resource planning system, relevant experience in e.g. Accounts Payable, Accounts Receivable, General Ledger, Fixed Assets, etc. would be an asset.
- A working knowledge of MS Office, in particular Word and Excel.
- Ideally, an advanced knowledge of Excel (e.g. macros, VBA).
- Advanced command of English (equivalent to C1 level) and German (equivalent to B2 level).

### **Your professional future:**

- The successful candidate will be provided with a laptop free of charge, which shall be used also for remote working.
- The employer will also provide training on its relevant internal processes and IT Software for the performance of the tasks.

Please send us your application or questions via mail, quoting the following reference number:

Referenz-Nummer: 401025A18605

### **Ihr Kontakt:**

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