



PR/087171 | Accounting Assistant (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

1555488

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08月19日 10:51

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

Company and Job Overview

One of the world's largest independent manufacturers of electronic and electromechanical components is looking for an Accounting Assistant (m/f/d) as soon as possible to strengthen our team at the Unterschleissheim (near Munich) location. This position is initially limited until the end of September 2027.

Job Responsibilities

- You will post and reconcile bank accounts in SAP and support cash management.
- They help manage internal and external lines of credit.
- You will take on tasks in the area of intercompany accounting, including the posting of relevant business transactions.
- They are in contact with international locations – for example, on data requests to our Japanese headquarters.
- You will maintain journals and take on reporting activities in the area of cash and capital assets.
- You will support the preparation of accounts payable and accounts receivable data.

Job Requirements

- **Your qualifications:**

You have completed commercial training, e.g. in office management, ideally with a focus on accounting. Basic knowledge of HGB and the principles of proper accounting (GoB) is an advantage. Initial experience with SAP or comparable accounting systems is helpful, but not a prerequisite.

- **Your successes:**

You have already gained your first practical insights into cash management or accounting – e.g. during an apprenticeship or in a previous job. Ideally, you have already been able to work in an international environment and demonstrate your communicative skills in **German and English**.

- **Your way of working:**

You are characterized by a structured and precise way of working. A high degree of responsibility, accuracy and motivation is a matter of course for you. You enjoy working in a team and also take on supporting activities reliably and with an open eye for the big picture.

BENEFITS

- **Flexibility:** Enjoy flexible working hours through trust-based working hours and a hybrid working model of office presence and remote working.
- **Top remuneration:** You will receive an attractive salary package with a wide range of social benefits, such as 13 salaries, capital-forming benefits, an employer-financed company pension scheme, extensive accident insurance and a travel allowance.
- **Recreation:** You will receive 30 days of vacation plus individual special leave.
- **Equipment:** Modern IT equipment is the basis for your successful work.
- **Family-friendly:** Our bicycle leasing model, in cooperation with JobRad, is also open to family members.
- **Events:** We all like to come together at regular company events such as Christmas parties, summer parties and B2Run.

Apply online for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明