4490 7095 Accounting clerk (f/m/d) - ✔ Long-term employment|✔ Flexible working hours and home office  
  
company profile  
The PageGroup is one of the world's leading personnel consulting companies and is represented in 36 countries with more than 7,000 employees.  
  
Thanks to our well-known customers, we are able to offer candidates a service that enables them to fully exploit their potential.  
  
At the heart of our consulting business are the multitude of lives that we change for the better. Our values ​​and our corporate culture are reflected in everything we do!  
  
True to our motto "putting people at the center of their actions with respect and trust", we look forward to promoting your career.  
  
My client, an exciting company based in Berlin Charlottenburg, is looking for an accounting clerk (f/m/d) as soon as possible.  
  
area of ​​responsibility  
  
-Checking, processing and posting of incoming invoices and credit notes  
-Preparation and implementation of the creditor payment transactions  
-Edit and maintain the open item list  
- Observance of payment terms and discount periods  
-Support with monthly, quarterly and annual financial statements  
  
requirement profile  
  
-Successfully completed commercial training or comparable qualification  
-First work experience in accounting  
-Very good MS Office skills and knowledge of using a common ERP system  
-Structured, accurate and efficient way of working  
-Strong analytical and conceptual skills  
- Independent and responsible work  
-Very good knowledge of German and good knowledge of English required  
  
Compensation Package  
  
-We offer personal advice and job suggestions tailored to your wishes and needs  
-All our employees benefit from our corporate benefits and fitness offers in the form of a gym pass  
-We offer you a secure job with a performance-based salary and opportunities for permanent employment Assistant/Professional - Accounting None 2023-03-07 15:59:45.647000