7015 9620 Accounts payable and accounts receivable clerk (m/f/d) Number experts beware!  
  
Are you ready for your next career step?  
  
For our customer from Norderstedt, a leading healthcare company, we are looking for a full-time accounts payable/accounts receivable clerk (m/f/d) as soon as possible. Apply NOW and become part of a strong and future-oriented team!  
  
Our customer is looking forward to YOU ​​and YOUR expertise  
This position is to be filled within the framework of direct placement / within the framework of permanent placement.  
  
Accounts payable and accounts receivable clerk (m/f/d)  
  
Your tasks:  
 • You control incoming invoices from suppliers and partners  
 • You record, assign and post all incoming invoices in the ERP system  
 • You control the open items and initiate appropriate measures  
 • In addition, you handle the preparation of payments professionally  
 • You control and book travel expenses incurred by internal colleagues  
 • If a colleague is ill or on vacation, you will take on deputy tasks  
 • Your task profile will be supplemented by cooperation with other departments  
  
Your qualifications:  
 • You have completed commercial training, ideally with further training as an accountant (m/f/d)  
 • Thanks to your many years of experience in accounts payable and accounts receivable, you are experienced in completing tasks  
 • You are confident in dealing with contextual VAT issues  
 • Experience with SAP FI and Navision makes it easier for you to start work  
 • In addition, you have knowledge of the Microsoft Office programs Word and Excel  
 • You convince with the ability to work in a team and a structured and systematic way of working  
 • If you are also responsible and like to act independently, we should definitely get to know each other  
  
What she expects:  
 • As part of an intensive induction phase, you will be thoroughly prepared for your new tasks  
 • You can expand your knowledge horizon individually and according to your needs through an extensive range of further training opportunities  
 • We reward your commitment with fair remuneration – including a company pension scheme  
 • Thanks to flextime, home office (mobile working) and 30 days of vacation per year, work and free time always remain in balance  
 • We also offer you the option of leasing a job bike, free parking spaces, free drinks and other benefits, such as B. an Urban Sports membership.  
  
Then we should definitely get to know each other! Please send us your CV preferably via our online application platform or via the email address below and we will get in touch with you. accountant Day after day, Adecco Personaldienstleistungen GmbH brings people and companies together throughout Germany. With its nationwide network, it looks after a broad customer portfolio across all sectors, from medium-sized companies to international corporations. Core services are employee leasing, personnel placement, in-house outsourcing, consulting, on-site management as well as occupational safety and prevention. Thanks to the in-house personnel development program "Adecco Career Up", the company has exceptional expertise in employee qualification. 2023-03-07 16:04:56.586000