8557 11162 Clerk for payroll accounting (m/f/d) With around 1,500 employees, the Rübezahl-Riegelein group of companies is one of the market leaders in confectionery in Europe. Rübezahl-Riegelein always focuses on sustainability and fair trade in procurement as well as in the production and marketing of their products. The medium-sized group of companies is internationally positioned and produces at five locations in Germany and one location in Poland.  
  
We have the following position to fill at our Cadolzburg or Dettingen site:  
  
Clerk for payroll accounting (m/f/d)  
  
Your tasks:  
  
Timely implementation of the monthly payroll accounting, taking into account all tax and social security regulations for the locations you are responsible for  
Contact person for employees in billing-related questions  
   
Implementation of legal and tariff changes as well as implementation of monthly and annual closing and planning work as part of payroll accounting and HR reporting in close coordination with financial accounting and controlling  
Correspondence with social security institutions, authorities and offices  
Active cross-site participation in HR projects and process optimization  
Administrative HR work over the entire personnel cycle: from hiring to leaving, including the creation of various certificates and other personnel-related documents  
  
Your profile:  
  
Completed commercial training or comparable several years of professional experience in payroll accounting  
Solid knowledge of MS Office products  
   
Sound knowledge of labor, tax and social security law  
   
Knowledge of the personnel software ATOSS/Tisoware and Infoniqa is desirable  
   
Organizational strength and good time management as well as a systematic and independent way of working  
   
A high degree of responsibility, conscientiousness, reliability, flexibility and commitment and teamwork  
  
our range  
In our family business you can expect responsible and exciting tasks in a dynamic work environment with flat hierarchies and good personal development opportunities.  
  
Contact  
Do you feel addressed by this job advertisement? Then we look forward to receiving your application documents stating your salary expectations and availability to jobs@riegelein.de or by post:  
  
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