6255 8860 Full-time accounts payable clerk (m/f/d) Your dream job is here!  
For our customer, a medium-sized company, we are looking for a full-time accounts payable clerk (m/f/d).  
  
The position will be filled via the area of ​​employee leasing. Acceptance is possible if suitable.  
  
We offer you  
 • A permanent job  
 • Payment according to the iGZ-DGB tariff  
 • Wage benefits such as vacation and Christmas bonuses  
 • A permanent employment contract  
 • Exclusive employee benefits (e.g. at Adidas, Apple, Sky, Weg.de and many more)  
  
Your tasks  
 • Invoice capture and verification  
 • Approval and payment of invoices taking into account the terms of payment  
 • Execution and booking of deposits and advance payments  
 • Monthly and year-end work  
 • Dunning and determination of balances  
 • Participation in the improvement of processes  
  
your profile  
 • Successfully completed commercial training  
 • Professional experience in accounting and/or invoice processing  
 • Experienced handling of common MS Office applications  
 • Structured and conscientious way of working  
 • An affinity for numbers and a team player  
  
Have we piqued your interest?  
Then please send us your detailed application. You are also welcome to contact us in advance by telephone.  
  
We offer open applicant consultation hours on Tuesdays and Wednesdays from 9:30 a.m. to 2:00 p.m. Feel free to visit us with your application documents. Prior appointments are not necessary.  
  
We are committed to employing severely disabled people. For this reason, severely handicapped persons and those of equal status are given preferential consideration if they are equally qualified.  
  
We look forward to receiving your application! Businessman - office management None 2023-03-07 16:03:23.639000