3619 6224 Wage and salary accountant m/f/d Our client, a management company from Dortmund, has been offering a comprehensive back-office service and holistic advice for around 100 companies from industry and trade nationwide for over 30 years with a high level of professional competence, transparency and flexibility. For the further development of the department we are looking for you for a direct permanent position as:  
  
Wage and salary accountant m/f/d  
  
Your tasks:  
  
• You are responsible for the preparation and creation of wage and salary accounts for a fixed group of employees and oversee the process up to the receipt of wages/wages.  
• You look after clients comprehensively and act as a contact for personnel-related issues.  
• Preparation of employment contracts, additional agreements and certificates  
• Certification and correspondence with health insurance companies and authorities  
• Preparation of regular ad hoc statistics and reports  
  
Your profile:  
  
• Completed training as a tax clerk m/f/d or training in the commercial area with a corresponding focus on payroll accounting  
• First professional experience in the above-mentioned area of ​​responsibility is an advantage  
• You are confident in dealing with DATEV LODAS and the MS Office products  
• You enjoy working with clients and have a team spirit  
  
We offer:  
  
• A permanent employment contract as part of a full-time job  
• A performance-related remuneration including additional benefits to your old-age provision  
• Holiday and Christmas bonuses  
• Regular technical and personal training opportunities  
• Bright offices with a technically very high standard  
• A motivated team that looks forward to your support  
• Very good public transport connections and free parking spaces directly at the company  
  
General:  
  
Then we look forward to receiving your comprehensive application documents, stating our reference number. 9924-12-H, your earliest possible starting date and your salary expectations. Ms. Jacqueline Unter Bäumer will answer your questions on telephone no. 0231 -1087650. She will also accompany the entire selection process.  
  
Absolute discretion and compliance with blocking notices are very important to us.  
  
We look forward to seeing you!  
  
When you send your application, your personal data will be processed for the purpose of filling a vacancy or finding a job. You can find more information on this in our data protection information for applicants and in the data protection declaration of our website.  
  
"Gender" - note on the gender designation: The terms used in this declaration apply equally to all genders. In some places, we only use a masculine form for better readability, without wanting to favor or disadvantage one gender. Payroll clerk None 2023-03-07 15:57:58.435000