

Published on 25. Mar 2025

EMPLOYEE IN THE ACCOUNTS PAYABLE DEPARTMENT (M/F/D)

Full or part-time employment

Type of employment

St. Georgen bei Grieskirchen

Location

Finance

Area



Maria Zirwig

T+43 7248 62794 413



VIEW JOB ONLINE

Your tasks:

- Examination and posting of electronically pre-entered incoming invoices
- Open item management in the accounts payable area
- Payment transactions
- Collaboration in the optimisation of accounting processes
- Processing of supplier enquiries in connection with invoicing and payment processing

Your profile:

- Completed commercial training
- Successfully passed the accountant exam
- Multiple years of professional experience in accounts payable desirable
- Sure handling of MS Office, especially Excel
- Independent, structured and accurate way of working
- A team player, flexibility and strong communication skills
- Good written and spoken German, knowledge of English an advantage

You can expect:

- An interesting working environment in a motivated team
- State-of-the-art work equipment
- Numerous special benefits (fruit, doctor, gym allowance, ...)
- Development opportunities in an industrial company with all the benefits of a family business
- Canteen with regional delicacies

For this position, a gross salary of 3.000,- Euro is planned for this position. We are happy to overpay depending on your professional experience and qualifications.