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## ACCOUNTING EMPLOYEE (M/F/D)

### Full-time

Type of employment

### Rozvadov

Location

### Finance

Area



**Maria Zirwig**

T+43 7248 62794 413



**VIEW JOB ONLINE**

#### Your tasks:

- Responsibility for the company's entire accounting agenda
- Processing the monthly and annual financial statements, statistics, reports and reports
- Reporting within the group
- Posting of incoming and outgoing invoices
- Posting of cash
- Posting of bank statements
- Posting of internal accounting documents, balancing of open items
- Recording and maintenance of asset accounting
- Preparation of documents for audit and tax consultancy
- Processing and submission of monthly reports for VAT, control statements

#### Your profile:

- Completed business education
- At least 5 years of experience in accounting
- Knowledge of Czech accounting regulations and tax
- Knowledge of working with MS Office (Word, Excel)
- Experience with accounting and enterprise resource planning systems
- Good written and spoken Czech and German language skills, English an advantage

#### You can expect:

- An interesting working environment in a motivated team
- Development opportunities in an industrial company with all the benefits of a family business
- State-of-the-art work equipment

The salary for this position is from CZK 60.000,- gross/month on a full-time basis. We are prepared to overpay depending on your professional experience and qualifications. If you are interested in a responsible position in a medium-sized and internationally active company, we look forward to receiving your application.