

# Job Description

Become a part of our 130-year history and support our team with your ideas and your commitment!

Accounting with SAP knowledge (m/f/d)

In our international family-owned business we work in motivated teams with flat hierarchies, short decision-making/alignment processes, open doors and clear goals, where pragmatic ideas and suggestions are heard and valued.

Your responsibilities:

- Accounts receivable and accounts payable book keeping and payment (related party and 3rd-party)
- Deposit and post cash daily (based on electronic bank statements)
- Review & post monthly travel expense reports
- Prepare travel expense reimbursement payments
- Prepare credit card payments, perform dunning and manage accounts receivable
- Perform VAT reporting to tax office and INTRASTAT reporting out of SAP
- Administration of credit insurances and contact person for our credit insurer
- Perform fixed assets accounting
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- Review and clear the clearing accounts in SAP (GR/IR accounts)
- Check monthly depreciation and foreign currency evaluation
- Quarterly inter-company reconciliations with related parties
- Supply information on related matters as requested by the managing director or third parties
- Contact person for Finance/Controlling/Accounting in Germany
- Contact person for local MD & team for payments, travel expenses, etc.
- Contact person for payroll accountants/tax advisors/auditors/local bank

Working Capital Management

- Oversee cash availability and prepare cash forecast
- Preparation, analysis and commenting of the monthly working capital report
- Execution of liquidity forecasts and evaluations for the company management

Investment controlling

- Ongoing monitoring of external service providers (BPO/CPA)
- Quarterly analysis of the results
- Annual closing: Assumption of certain tasks in consultation with the team

Your profile

- Education in Accounting
- Minimum 5 years of relevant working experience in Accounting
- Very good SAP FI skills
- Safe handling of MS Office tools
- Independent, structured way of working and a high degree of teamwork

- Strong organizational/argumentative skills
- Strong hands-on mentality, confident in dealing with external partners
- Must have: English fluent, Spanish Native, Tax relevant knowledge
- Nice to have: German, work experience in tax/audit consulting company, experience in SAP SD and MM

Additional Information: Interface functions

- Cooperation with controlling (receivables / inventories)
- Cooperation with Accounting Germany (liquidity)
- EDP/external service provider for technical implementation Reporting
- Accountant/CPA international e.g. financial statements and daily business

Knowledge / skills for the position

- Knowledge of Spanish tax law for partnerships and corporations
- good knowledge in accounting, balance sheet understanding and consolidation
- Processes questioning, lateral thinking

As one of the world's leading manufacturers of innovative high-tech coating systems for industrial series production, we work with more than 1,700 employees every day to implement the "coating ideas of the future" in accordance with current quality standards as part of our sustainable corporate strategy. Today we supply various markets such as mechanical engineering, automotive, aviation, medical technology with high-quality coating systems.

We would be happy to answer your questions in a confidential phone call and give you a more detailed picture of our company. This job advertisement is for a partial-time position with 20 hours per week.

#### • **Minimum requirements**

- Education in Accounting
- Minimum 3 years of relevant working experience in Accounting
- Very good SAP FI skills
- Safe handling of MS Office tools
- Independent, structured way of working and a high degree of teamwork
- Strong organizational/argumentative skills
- Strong hands-on mentality, confident in dealing with external partners
- Must have: English fluent, Spanish Native, Tax relevant knowledge
- Nice to have: German, work experience in tax/audit consulting company, experience in SAP SD and MM
- good knowledge in accounting,
- good knowledge in balance sheet understanding and consolidation
- Processes questioning, lateral thinking