

MUNICH

Accounting Clerk (m/f/x)

Overview

Are you looking forward to interesting and challenging tasks within a design-orientated and innovative environment that also offers you the stability and structure of a successfully grown company? Are you looking for an environment in which you can contribute your affinity for numbers and responsible personality? Then you'll be a great fit for us!

Our strong community and longstanding success are based on an appreciative, open and family-like atmosphere and the expertise and commitment of our employees.

Become part of our accounting team as a full- or part-time accounts payable clerk (m/f/x) (min. 25h/week) and apply now!

You can expect the following

- Independent posting of all business transactions such as travel expenses and incoming invoices, bank statements, cash books and credit card statements
- Account reconciliation
- Executing accounting transactions
- Assisting in the preparation of annual financial statements in accordance with HGB (German Commercial Code), analyses and statistics

You bring along

- Completed commercial apprenticeship
- Several years of relevant professional experience in finance and accounting, ideally in accounts payable
- Basic knowledge of travel expenses law
- Familiar with the MS Office package and ERP systems, preferably MS Dynamics NAV
- Independent, structured, conscientious and precise way of working
- Team-oriented approach and willingness to learn

We offer

- Attractive and diverse, well-known (large-scale) projects and a large design scope
- Support for personal and professional development: HENN Academy, language courses, individual seminar and certification programs in collaboration with cooperation partners
- High quality and clear processes using state-of-the-art tools and future-orientated working methods
- Attractive remuneration and 30 days vacation p.a. plus special leave for anniversaries and special occasions
- Modern office in the heart of Munich (Maxvorstadt) with excellent public transport connections
- Flexible and family-friendly working time models, possibility of mobile working depending on the task
- Joint events (office outing lasting several days and Christmas party) and team activities (company run, soccer tournament, "Brezn" Monday, after-work get-together)

Your contact at HENN

Raymond Richter

T +49 (30) 253 099 -253. We are eager to get to know you! Please submit your application via our recruitment portal