

Accounting clerk (m/f/x)

München - Germany



As an interdisciplinary architectural office we employ over 350 members of staff from almost 40 countries. Our offices in Munich, Berlin and Peking are constantly expanding. Enhance our team and work together with us on exciting projects in the fields of work environment and culture, teaching and research, as well as production and master planning!

We are currently looking for an accounting clerk (m/f/x) for our accounting department in Munich.

You can expect the following

- Registering all business transactions (incoming invoices, banking, cash register, travel expenses, credit cards)
- Executing accounting transactions
- Contributing to annual accounts according to HGB (German Commercial Code)
- Coordination of checking and vendor accounts

You bring along

- Completed relevant commercial apprenticeship
- Professional experience in the field of financial accounting
- Comprehensive knowledge of travel expense law
- Experience with ERP-Systems (e.g. MS Dynamics NAV) is preferred
- Independent, diligent and conscientious way of working
- Team-oriented approach and willingness to learn

We offer

- Great project variety and a large design scope
- Attractive salary and 30 days holiday p.a.
- Office in the heart of Munich with excellent public transport connection
- International and interdisciplinary working environment

Your contact at HENN

Melanie Hefter, tel. +49 89 523 57-824

We are eager to get to know you! Please submit your application via our recruitment portal

→ [henn.com](https://www.henn.com)