HÄRER

We are looking YOUR STRENGTHS AS A

Accounts Payable Clerk (m/f/d)

part-time or full-time (min. 50%)

Tasks

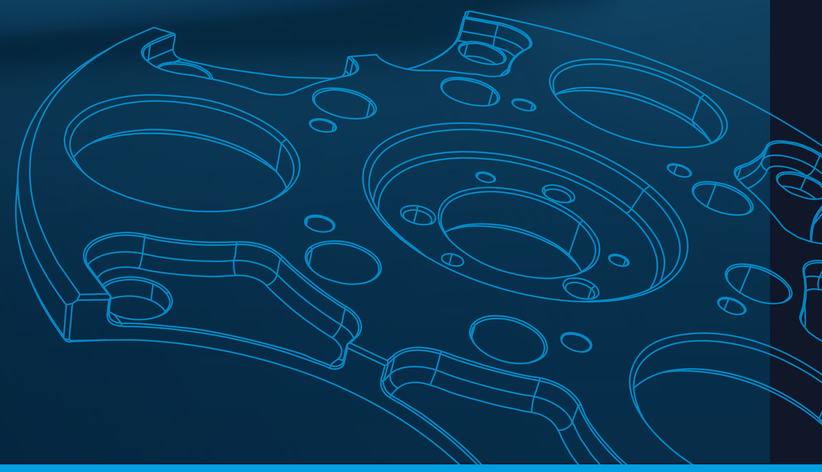
- Checking, recording, and posting incoming invoices
- Account assignment according to chart of accounts and cost centers
- Checking payment terms, cash discount periods, and tax requirements
- Preparing and executing weekly or monthly payment transactions
- Processing of reminders and clarification cases with suppliers Maintenance of vendor master data in the ERP system
- Support with monthly, quarterly, and annual financial statements
- Reconciliation and maintenance of accounts payable
- Collaboration with purchasing, controlling, and other specialist departments

Profile

- Completed commercial training, ideally with further training in accounting
- Confident handling of numbers, accounting systems, and MS Office
- Independent, structured way of working and team spirit

We offer

- Attractive remuneration and benefits
- Flexible working hours
- Company events
- Targeted training and personal development
- Short decision-making processes and genuine participation
- A family-like atmosphere that large corporations rarely offer
- Subsidy for Germany-wide rail ticket

Please send your application by email to:
info@haerer-formenbau.de

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