

Financial Accounting Clerk (m/f/d) – 60–80 per cent

Do you keep on top of even the most complex accounting processes and are you looking for a new challenge in a dynamic environment? Bring your flair for numbers and your experience to us and play an active part in shaping our financial accounting.

Hügli Nahrungsmittel AG
Bleichstrasse 31
9323 Steinach

Contract type Permanent
Workload 60% - 80%
Start of employment as of now
Language German
Working time model Hybrid working time after coordination

Do you have any questions?



Pietro Calvagna
Talent Acquisition Specialist
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Apply online



You can find all the details online as well as the opportunity to apply directly.

Your tasks

- Focus on accounts payable: Responsibility for the invoice receipt process, as well as the entry, verification and posting of supplier invoices
- Point of contact for accounts payable matters and handling accounts payable correspondence
- Regular review and processing of outstanding payments lists
- Assistance with Hügli's monthly closings, as well as in-depth knowledge and
- carrying out intercompany reconciliations and financial statements
- Support in the preparation of the annual accounts and the reconciliation of various general ledger accounts
- Reliably taking charge of accounts receivable management in the absence of colleagues
- Assisting with projects in financial accounting

We can only consider applicants who are authorised to work in Switzerland (EU/EFTA). We only consider direct applications.

What you bring with you

- Basic commercial training, ideally supplemented by specialist further training (e.g. as an accounts clerk)
- – 2 years' in-depth professional experience in finance and accounting, ideally with practical experience in monthly closings and intercompany processes
- Good command of German and a basic knowledge of English
- Good knowledge of MS Office (particularly Excel); SAP FI/CO would be a major advantage
- A service-oriented and team-focused approach to work
- An independent, organised and responsible individual

What we offer



Work-life balance

You benefit from a 40-hour workweek, at least 25 days of annual leave, and a flexible working time model. In addition, you can choose how to split your working days between the office and mobile office.



Catering

Catering is very important to us, and the freshly prepared food served in our staff canteen is evidence of this for our employees.



Mobility

Benefit from convenient public transport connections and ample parking facilities – for sustainable and carefree travelling.



Professional development opportunities

Expand your knowledge with extensive training programmes, high-quality courses at the Coop Training Centre and a wide range of personal development opportunities such as mentoring and coaching.