

Position Title: Accountant
Reports to: Finance Manager
Supervises: Junior Account

Accountant

Responsibilities:

- Manage the accounting from A to Z
- Reconciliation of bank accounts, supplier and client accounts
- Trial balance management
- Quarterly and yearly closing (in support of the Finance Manager)
- Review of entries and payment processing
- Assistance in the preparation of Financial Statements
- Preparation of documentation for the yearly audit
- VAT declarations, both Swiss as international
- Ad-hoc analysis and financial control

Skills:

- Minimum Bachelor's degree in Finance / Accounting
- Proven knowledge of Swiss accounting rules (Swiss CO and or Swiss GAAP)
- Systems: ERP (WinEur preferred) and advanced Excel skills
- Experience and/or knowledge in multicurrency management
- Payroll coordination experience would be an asset
- English (fluent) and French
- High level of accuracy and attention to detail
- Strong skills in organizing one's work with minimum supervision; Independent
- Positive attitude, even when working under pressure
- Analytical, hands on and innovative

Other:

- Swiss citizenship or valid Swiss working permit essential
- Immediate availability preferred

Contact details:

Please send complete application (CV, motivation letter and Certificate and Diplomas) to recruitments@easloffice.eu

Only complete application will be considered.

NB. Due to time constraints, we will only answer to the applicants that are selected for a first round of interview. Thank you for your understanding.