

Employee in the accounting department (m/f/x)

Join us at the FH Upper Austria and create with us – in your job – the admin of our university.

FH OÖ Management GmbH

Headquarters

Your Tasks

You will be responsible for handling day-to-day accounting and answering accounting questions. You will also be responsible for the independent planning and implementation of quarterly and annual financial statements. You enjoy taking part in cross-divisional and exciting projects and are actively involved. In addition, you are passionate about corresponding with tax authorities, offices, creditors, debtors, cost center managers and other relevant parties.

Your Profile

You have completed commercial training, ideally including an accountant's examination. Several years of experience in the independent execution of ongoing accounting, in particular for a limited liability company, is also desirable. Sound knowledge of MS Office, especially Excel, is a prerequisite. As a team player, you should show a high degree of commitment and initiative as well as an independent and extremely precise way of working. Reliability and a pronounced service orientation are further characteristics that should characterize you in order to fit perfectly into our team.

Key Facts

Salary

Salary on a full-time basis € 3000,- / month

Requirements

Completion of apprenticeship or vocational secondary school

Location

Headquarters,
Roseggerstraße 15,
4600 Wels

Employment type

Full-time

Contact person

Mag. Dieter Manhart

Telephone number

+43 5 0804 11326

Degree program / Department

Administration / Accounting

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We look forward to receiving your application

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