



For our client, a global trading company with offices worldwide we are looking to the headquarter in Zug, Switzerland for a person to join as:

Junior Accountant with international VAT experience, 100%

Accounting tasks :

- Booking of bookkeeping of a subsidiary according IFRS including monthly, quarterly and yearly closing process
- Booking of payment orders in our accounting software J.D.Edwards
- Handling off the charge-out process of intercompany costs
- Monthly bank reconciliation
- Performing of the foreign exchange revaluation
- Analyzing of current actual costs versus budgeted costs and prior year costs
- Maintenance of aging reports A/R and A/P

VAT tasks :

- Checking of VAT conformity of outgoing invoices
- Deputy role and support function of VAT specialist concerning VAT compliance at various European VAT registrations, preparation of VAT submission including EC Sales List (ESL) and Intrastat
- International support function vis-à-vis the operations team

Your professional profile:

- At least 2 years experiences in Finance and Accounting in a multinational corporation or fiduciary service at least 1 year experience with international VAT
- Certificate in Finance and Accounting (Fachausweis in Finanz- und Rechnungswesen) either already obtained or in-training to
- Advanced knowledge in MS Excel
- Fluent in English and German, both written and verbally

Your personal qualities:

- Reliable, accurate and exact working approach
- Flexible, resilient and able to work under pressure
- A good team player and able to work independently

If you want to become part of a very team-oriented, flat, young and dynamic organization where your contribution will be recognized and rewarded, please contact us. Send your current CV in English and your references to email to Monika Zanella, info@mz-personal.ch

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