



Hitachi Cable Europe, s.r.o. focused on the automotive industry is looking for a manufacturing plant in the Industrial zone Triangle near Žatec suitable candidates for the job:

## **MAIN ACCOUNTANT**

### **TEMPORARY JOB - REPLACEMENT FOR MATERNITY LEAVE**

#### **Key job duties/responsibilities:**

- ✓ Responsibility of financial closing procedures
- ✓ Setup and management of the accounting systems
- ✓ Setup, management and checking of the inventories operations
- ✓ Responsibility of account receivable
- ✓ Credit controlling
- ✓ Bank statements, payments, company cards management
- ✓ Processing of the annual report and related parties report
- ✓ Preparing and booking of the accruals, allowance for account receivables, slow moving, devaluation etc..
- ✓ Travel expense– to check expense reports include expats and Czech staff
- ✓ Payroll– to control payment of Payroll on monthly basic
- ✓ Road Tax
- ✓ Gathering of the data for Intra Community Report
- ✓ Processing of the internal and statutory directives
- ✓ Cooperation with the tax advisor and financial auditors
- ✓ Preparing of documents for tax and statistic office

#### **Requirements:**

- ✓ At least secondary education and practice min. 3 years in the field
- ✓ Knowledge of English written and spoken - necessarily
- ✓ Advanced knowledge of cost accounting and taxes
- ✓ SAP knowledge will be welcome
- ✓ Knowledge with self- billing invoicing will be required
- ✓ Advanced knowledge of MS Office (Excel, Word) - necessarily
- ✓ Focus on detail, precision, accuracy
- ✓ Analytical and logical thinking, independence, reliability, responsibility, ability to work in a team
- ✓ Organizational and communication skills, proactive approach
- ✓ Driving license B

**We offer:**

- ✓ working in an international company environment
- ✓ interesting and prospective work
- ✓ opportunity of self-fulfilment and career growth
- ✓ an appropriate financial benefits and salary compensation – (meal allowance, commuting allowance etc., flexible working time etc.)