



We, CEPROCS™ Group are a Central European Procurement Consulting Service Company. Focused on procurement services, we are a fully integrated Business Process Outsourcer. Our employees are our largest and most important asset and value great ideas that gives us a strategic advantage and further opportunities. We aim at creating a safe familiar environment with a 100% support on work-life balance.

Open position: Accountant with German

Your tasks:

- Taking responsibility for accounting registrations in our internal systems, according to instructions;
- Interacting by phone and e-mail with the clients and providers of the company, in order to identify the problems linked to the financial field and finding the right solutions;
- Analyzing discrepancies and unpaid invoices;
- Establishing and maintain statistics;
- Keeping complete record of data and files;
- Performing all necessary reconciliations with suppliers;
- Providing support to the financial team members, on request of the CFO.

Your requirements and qualifications:

- Bachelor's Degree in Economics;
- 2 years' experience in an accountant role or equivalent;
- University degree in Economics;
- B2 German level is mandatory, fluent in English;
- Deadline-oriented;
- Attention to details;
- Organizational skills and ability to manage deadlines;
- Strong analytical skills.

What do we offer?

- A long-term career within dynamic and constantly growing multinational environment;
- A fresh and enthusiastic team taking on individual responsibilities;
- Flexible working hours;
- Learning opportunities, adapted to your needs and supporting your growth;
- An attractive salary package: performance-based bonus, sports activities, meal tickets, health insurance;
- Various workshops, events and team-buildings.

Let's jointly design the future! Send us your convincing application in English: hr@ceprocs.com

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