

Accounting Assistant

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Company: Centre People Appointments

Location: Netherlands

Category: other-general

HN44749

TYPE: initially 1 year contract (potential to become permanent)

WORKING HOURS: 8:00-16:30 from Monday to Friday (including 30 min. break), 32-40 hours per week, flexible time work allowed

SALARY: €40k-€66k depending on experience (including 8% of holiday allowance and 13th month bonus)

START: ASAP

LOCATION: Rotterdam Central and Botlek

*Work from home flexibilities: 2 days a week allowed (depending on work content)

RESPONSIBILITIES:

- Supporting daily, periodic, and monthly reports of accounting-related business to the Manager Accounting & Finance
- Keeping up to date and maintaining the General Ledger by their ERP system
- Ensure that all financial transactions (AP and AR) are allocated to the correct cost centres/accounts, and the general accuracy of the accounting statements
- Prepare, assist, and draw up accounting statements, such as balance sheets, income statements, profit and loss statements, product costing sheets, and month-end closing accounting books
- Reconciliation of the bank accounts, accounts receivable, accounts payable, and customer account

- Preparing in-time invoices related to the accounts receivables, and handling invoices related to the accounts payable
- Checking and addressing accounts receivables if paid in time and taking action where needed
- Filing of applicable required tax forms
- Tracking and maintaining the company's fixed assets
- Preparing various management accounting reports
- Keeping up-to-date and maintaining various masters of the financial and accounting software systems
- Drawing up monthly, quarterly, and annual cost accounting reports, collaborating with the Production Department

IDEAL CANDIDATE:

- University Diploma in Finance, Accounting, or a related field
- Minimum 3 years in a financial assistant / accounting assistant position
- Familiar with Dutch GAAP and Dutch tax affairs is advantageous
- Hands on and Can-Do attitude
- Proactive and service minded attitude
- Proficiency in English
- Proficiency with MS Office & Excel

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