

Accounting / Payroll / Administration 40-60%

Embotech is a software company developing cutting edge motion planning technology for autonomous vehicles. We are determined to accelerate the transition towards safe autonomous space transportation by leveraging the core real-time optimization technology that we have been developing since 2012.

Our team is comprised of highly skilled employees with a passion for excellence and efficiency. We are looking for highly motivated people to help us solve one of the most complex challenges of tomorrow and take our company to the next level.

As the person in charge of payroll, accounting and administration you will be responsible for making the embotech machine work: this includes accounting, finance support, payroll and HR support as well as administration tasks. In this position you will be reporting to the Director of Finances and Operations of embotech.

Responsibilities

Accounting / Finance support:

- act as the main contact for external accountants, generate invoices, feed ERP system, manage accounts payable process, submit payments via e-banking, check and pay co-worker expenses
- support in monthly closing and reporting activities

Payroll:

- Ensure payroll for around 45 co-workers
- Processing sickness, accident, EO daily allowances and family allowances
- Withholding tax and social security
- Year-end social insurance statements
- First point of contact for questions concerning wages and social security
- Support payroll process for co-workers of our affiliates abroad

Admin:

- You are the first contact within embotech: Reception (phone / mail)
- Travel support
- You take care of our office and organize supplies
- HR support

Requirements

Must haves:

- Strong experience in accounting and payroll
- Trustworthy and responsible personality
- Good organization skills and flexible
- Fluent in German and English (written and spoken)
- Very good knowledge of Microsoft office package (Word, Excel, PowerPoint and Outlook)
- You have a flair for numbers and are proficient in modern IT tools

Preferred requirements:

- Experience with one or more ERP systems such as Abacus, Bexio, SAP or other
- You enjoy working in a dynamic team in an international environment.

We offer an exciting job in a fast-growing company with attractive conditions.

Contact:
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