

CANDIDATES WELCOME

Accounting Employee

We develop insights- for the health and life of people

We are a leading, future-oriented young company for biosensors and digital diagnostic platforms. We build the core competencies of our company on the qualifications of our employees and their many years of practical experience. At our location in Berlin-Adlershof with about 30 employees we develop and produce a novel digital diagnostic platform for rapid antibody diagnostics and soon also revolutionary DNA rapid diagnostics.

We address industrial companies, laboratories, physicians, clinics and pharmaceutical companies that require timely results and reliable statements in the field of immune and targeted DNA diagnostics.

The company is constantly. Immediately we are looking for an **Accounting Employee**

Your tasks

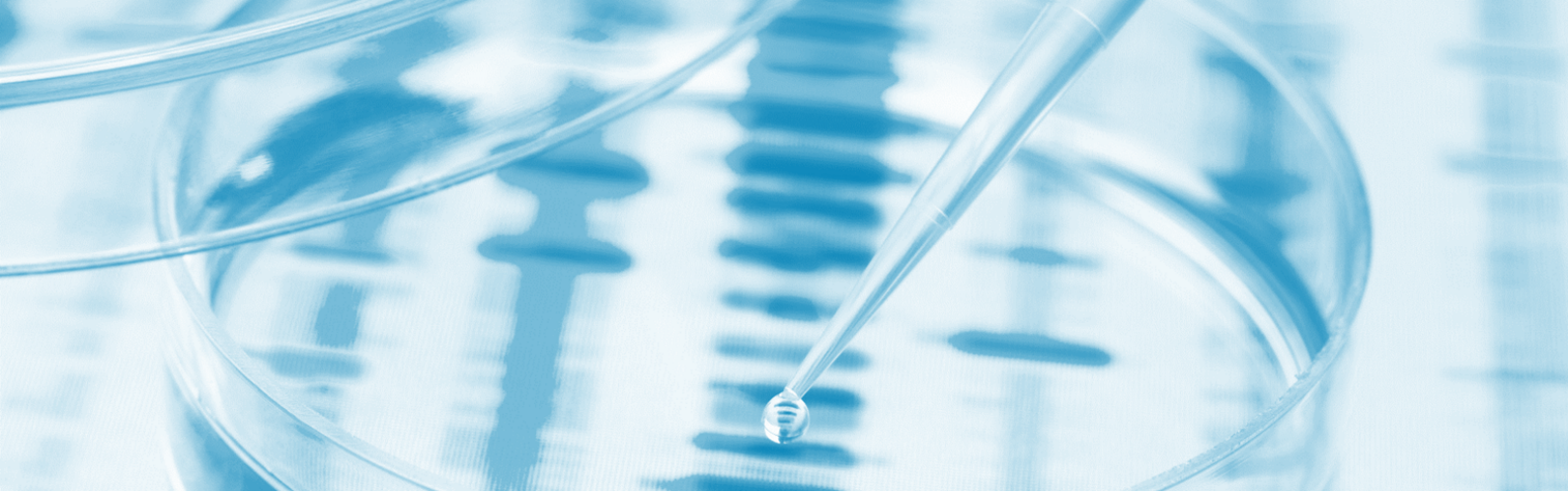
- Independently check and process incoming and outgoing invoices
- Carrying out the payment runs
- Checking of travel expense reports
- Support in the preparation of monthly and quarterly financial statements
- Keeping and creating statistical evaluations
- Cooperation with the tax consulting office

Your profile

- Completed commercial vocational training
- 3-5 years of professional experience in accounting
- Very good knowledge of financial accounting
- Very good MS Office skills, especially Excel
- Fluent German and good English skills

Your personality

- Independent, conscientious way of working
- High degree of reliability and sense of responsibility
- Enthusiasm for numbers and for optimizing internal processes
- Customer and service mentality
- A cool head in hectic times



Our offer

- A great team in a company that is on a very successful path
- Personal and professional career opportunities
- Benefits such as company pension plan
- Free drinks (coffee, tea, water) fruit and vegetables in the office
- Possibility of mobile working
- Freedom to develop and implement your own ideas
- Attractive compensation
- A dynamic and innovative working environment in the heart of the biotech scene in Berlin-Adlershof

If you would like to be part of something big and you see yourself in the profile, we look forward to receiving your complete application documents with earliest possible starting date to Sabine Massenkeil-Kultus, career@inventicsdx.com.