



Accounting & Administration Specialist (m/f/d)

More than just accounting. Diverse. Responsible. Future-oriented.

YOUR MISSION

You will ensure accurate and timely financial reporting and provide reliable support for monthly and annual financial statement and budget processes. Even during the upcoming transformation phase, you will maintain an overview of all important processes and actively drive the further development and digitalisation of finance processes. In doing so, you will combine sound financial expertise with administrative, operational and organisational tasks, and bring a proactive approach to a dynamic environment.

YOUR RESPONSIBILITIES

- You will be responsible for the accurate recording of day-to-day transactions, in particular incoming invoices and bank transactions
- You will play an active role in the monthly IFRS reporting process and assist with reporting to group headquarters
- You will be responsible for administering the time management system, including

YOUR EXPERIENCES

- You have relevant professional experience in accounting, including monthly closings and regular reporting
- You have previously prepared budgets and forecasts and have a good understanding of financial planning processes
- You are fully proficient in MS Excel as part of your day-to-day work

maintaining and checking time and absence data

- You will manage, check and file customs documents and ensure they are complete
- You will also assist with the organisation and conduct of external audits

- You are highly proficient in German and English, both written and spoken

WHY CHERRY SHOULD BE YOUR CHOICE

WHAT IS CHERRY DOING?

We are an international manufacturer of keyboards and mice for the gaming & e-sports, office, healthcare and industrial sectors. In addition, CHERRY produces high-end switches for mechanical keyboards in Germany and China. Since its foundation in 1953, CHERRY has stood for innovative and high-quality products that are specially developed for different customer needs.

YOUR BENEFITS

- You can look forward to a diverse role with responsibilities that go well beyond traditional accounting
- You will benefit from excellent opportunities for professional and personal development in a dynamic environment
- You will receive a gross annual salary of between €50,000 and €70,000 for full-time employment, which is above the minimum wage stipulated in the collective agreement (KV „Datenverarbeitung und Informationstechnik“), depending on your experience and qualifications, as well as attractive additional benefits

FRAMEWORK CONDITIONS

- **Company:** Cherry Embedded Solutions GmbH
- **Place of work:** Vienna
- **Working hours:** Full-time
- **Line manager:** Head of Finance & Controlling

APPLY NOW

DO YOU HAVE ANY QUESTIONS?

We are available for you at [+49 9643 20 61 - 533](tel:+4996432061533) or by e-mail at martin.fiedler@cherry.de.

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