

Accountant 60%-100%

HELVETIQ is excited to accept applications for an accountant to join its Basel team. The position is a unique opportunity within a young and international team.

ABOUT US

Helvetiq was founded in 2008 as a hobby project to make learning fun and accessible. Over the years, we have become a fast-growing international publisher of games and books. We are best-known for our matchbox games, a beer hiking guide and for surprising people with new ideas all the time. We conduct business in over fifteen countries. Our work environment is creative, ambitious and friendly.

RESPONSIBILITIES

- Bookkeeping of customer invoices, bank statements entry
- Filing supplier invoices and taking care of payments
- Tracking customer payments and sending reminders and credit notes
- Communicating with customers, suppliers, authors and team members
- Handling employee expense claims, salary slips and other HR filings
- Preparing VAT filings for Switzerland and France
- Administering author/design contracts; calculating annual royalty payments
- Handling incoming mail
- Supporting tax consultants for filings and compliance

QUALIFICATIONS

- Trained accounting professional with 2+ years of relevant experience
- Project management and people skills
- Great attention to details and accuracy
- Proven experience with accounting software. Odoo would be a big plus.
- E-Commerce payment systems experience would be a big plus.
- Working knowledge of German, French and English

BENEFITS

- Join a team where your contribution is valued and immediately visible
- Work in an inspired work environment surrounded by smart, fun people
- Participate in the company's success sharing plan after one year of employment

LOCATION

4056 Basel

Apply by sending your resume, cover letter and references to jobs@helvetiq.ch

Any questions? please call Hadi at +41 79 916 87 33