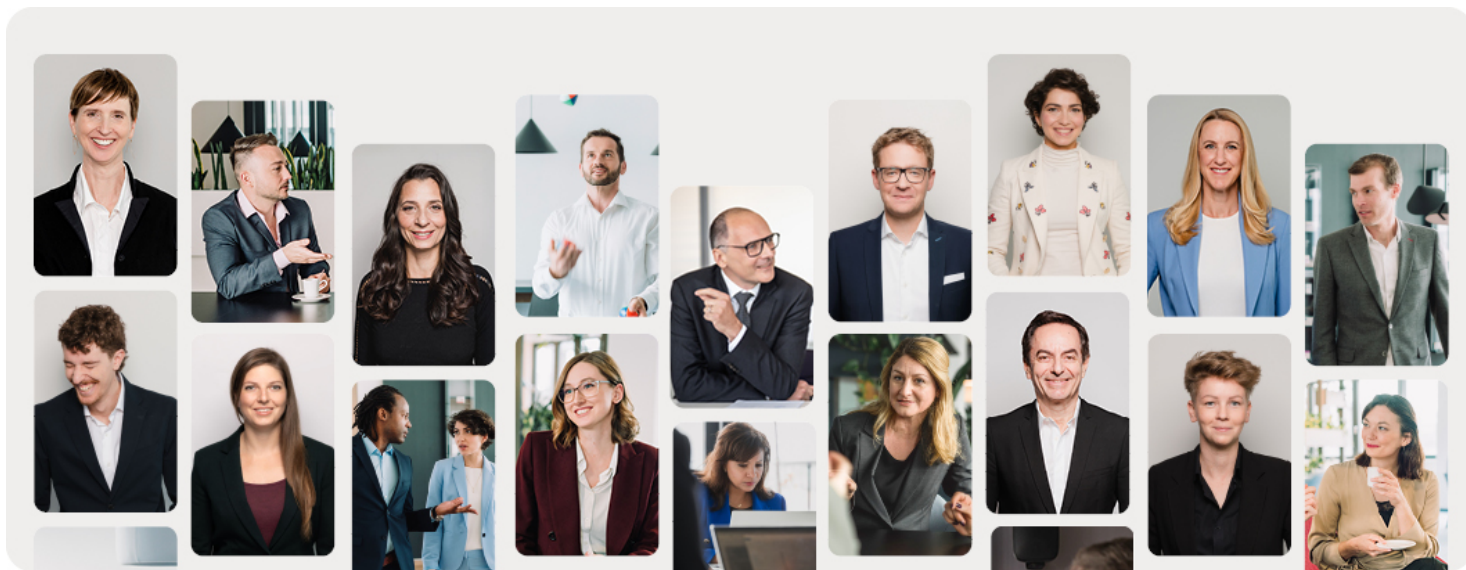


AOP Health is the European pioneer for integrated therapies for rare diseases and in critical care. To enhance our team in Vienna we are looking for an:

## Accountant (m/f/d)(maternity cover, min. 1 year)

1190 Vienna | Full-time employee | Start: as of now |



*In this role, you ensure the smooth execution of day-to-day accounting activities with a strong focus on accounts payable/accounts receivable and payment processes.*

### What Your Day To Day Will Look Like

- Process and book incoming and outgoing invoices (accounts payable/accounts receivable)
- Bank postings
- Prepare payment runs
- Maintain master data and reconcile/check open items and accounts in accounting systems
- Support in month-end closing activities
- Process local and international sales tax cases
- Support in process improvements and finance projects
- Coordinate with internal stakeholders and external partners as needed

### Your Qualifications and Experience

- Completed accounting education (e.g. HAK, WIFI Buchhalterprüfung)
- 2 years of experience in accounting
- Good knowledge of accounts payable/accounts receivable and Austrian VAT regulations
- High willingness to learn and adapt, including readiness to work with new systems and technologies
- Structured, reliable, and detail-oriented working style
- Confident with ERP systems (ideally Navision and/or D365) and Office 365

### Main Benefits

- ★ Bonus
- 🏠 Homeoffice
- 📱 Employee mobile phone
- 🕒 Flexible working hours
- 💻 Laptop
- 🎓 Initial and continuing education
- 🍴 Canteen
- 🚆 Good transport connection
- 👨‍⚕️ Company doctor
- 🅑🅖 Parking spot
- 💳 Employee discount

- Fluent in German and good English skills

### Our offer

- An open corporate culture with the opportunity to contribute your own ideas
- Working independently in a collegial and committed team
- Modern working environment with good public transport connections (U4 - Heiligenstadt)
- Flexible working hours (flexitime/time-out days), bonus scheme, additional benefits and employee events
- Structured onboarding and support through a buddy system
- Due to legal requirements, we are obliged to disclose the collective agreement minimum salary, which is EUR 40,306 gross per year, based on full-time employment. However, our actual remuneration packages are market-oriented and aligned with your qualifications and professional experience.

*If you would like to work as a team player in an international environment and can identify with our values "Agile, Ambitious, Aligned, Accountable and Appreciative", then: Take this CHANCE!*

## Your Contact



**Julia Friedl**

Talent Acquisition Manager

*Further information on our website:*

[aop-health.com](https://aop-health.com)