

Multronic N.V.
Leeuwerikweg 8,
3300 Tienen, Belgium
www.multronic.be



Internal Accountant

Background:

Multronic NV is a well-established company in the emission reduction sector. Multronic NV operates internationally with headquarter in Tienen, Belgium and subsidiaries in United Kingdom, Italy and Czech Republic. Multornic NV is a growing organization, and it is looking for motivated personal that willing to support the growth and able to develop and put in place processes and routines to improve quality and efficiency of the company.

Job Summary:

We are seeking a highly skilled and experienced Internal Accountant to join our team. The successful candidate will be responsible for managing the company's accounting and bookkeeping, providing documentation and support to an external authorized accountant, improving accounting processes, and supporting the implementation and improvement of the ERP system. The role also includes responsibilities such as performing payments, contacting customers who fail to pay, coordinate payroll with payroll provider, employee expenses refunds and approval, and providing monthly and quarterly reports to management, covering basic office management tasks. The ideal candidate will have excellent organizational skills, attention to detail, and be able to work independently and as part of a team.

Key Responsibilities:

- Manage the company's accounting and bookkeeping function, ensuring all financial transactions are accurately recorded and reconciled in accordance with accounting standards and regulations.
- Tax planning and tax liability optimization.
- Provide comprehensive documentation and support to the external authorized accountant, ensuring all financial information is accurately reported.
- Continuously improve accounting processes, policies, and procedures to increase efficiency and ensure compliance with accounting standards.
- Support the implementation and improvement of the ERP system to optimize accounting processes and data management.
- Manage payments and ensure all payments are accurately recorded and reconciled.
- Contact customers who fail to pay and ensure timely payment.
- Manage payroll, employee expenses refunds and approval, and employee holiday requests.
- Provide monthly and quarterly reports to management, including profit and loss statements, balance sheets, and cash flow statements.
- Collaborate with other departments to ensure accuracy and completeness of financial data.
- Coordinate with payroll provider.
- Organize office vendors.

Qualifications:

- Bachelor's degree in accounting, finance, or a related field.
- At least 3 years of experience in accounting and bookkeeping.
- Excellent knowledge of Belgium GAAP.
- Excellent organizational and attention to detail skills.
- Ability to work independently and as part of a team.
- Fluent in Dutch and English; French is a plus.
- Knowledge of Sage100 and BOB50 is a plus.

If you are a highly skilled and experienced accounting professional, meet the language requirements and have knowledge of Sage100 and BOB50, we encourage you to apply for this challenging and rewarding opportunity.

Report to:

You will report directly to the CEO.

Salary

Multronic N.V. offers a competitive salary package.

Location

Tienen, Belgium

How to apply

Send your application letter and CV to silvano.pautasso@multronic.be