

Silcoplast AG is an internationally active manufacturer and supplier of high-quality silicone and plastic parts for various industries. Our customers are world-renowned suppliers with very high demands on quality and function.

To complement our team, we are looking for an immediate or by arrangement

Financial Accounting Clerk m/f at least 100%

Ideally with experience in the plastics industry. As part of a well-coordinated team, you will be jointly responsible for an optimised production process and make a valuable contribution to the on-time production of our sophisticated plastic parts.

Your tasks

- Accounts receivable management including dunning in coordination with the sales managers
- Accounts payable management including payment processing
- Collaboration in the preparation of monthly, quarterly and annual financial statements
- Liaising with social insurance companies and authorities
- Bookings and financial statements in collaboration with the fiduciary office
- Order processing from the order to the invoice/delivery
- Order management in the ERP system
- Compiling statistics according to specifications
- Operating the telephone switchboard
- General secretarial tasks
- Front Desk

Your profile

- Completed training in the commercial sector or similar
- Preferably further training as a clerk in management accounting/financial accounting
- Several years of professional experience in finance, ideally in an industrial company
- Personal responsibility and independence
- High level of commitment and flexibility
- Fluent in written and spoken German and English
- Knowledge of MS Office, ERP system Abacus

What we offer

- International, successful company with sustainable future prospects and a familiar working atmosphere
- A technically broad and modern environment with interesting challenges
- Development and training opportunities

You can find out more about us on our homepage: www.silcoplast.ch

Please send your complete application documents to:

Silcoplast AG
Human Resources
Luchten 75
9427 Wolfhalden

or info@silcoplast.ch