



Part-time Accounting Assistant
Permanent Contract
Geneva, Switzerland

Company

Since 2009, lemonads® has been a major player in the acquisition and monetization of digital traffic. As a fast-growing group, lemonads® has clients all over the world, and offices in Switzerland, Luxembourg, Portugal and Spain.

Humans and innovation are at the heart of each of our decisions. By joining lemonads®, you will join a dynamic, passionate team, united by the one common goal that drives us : being the market leader !

If you like the technological environment and want to evolve in an ambitious global company, join our team and become our new partner!

Role

Within the Group's Accounting Department and under the responsibility of the Head of Accounting, your main tasks will be :

- To process day-to-day general accounting operations (suppliers, customers, cash Flow)
- Prepare payment orders
- Assist with closing and audit work
- Do bookkeeping and reconcile bank statements
- Handle travel expenses
- Support in managing the office, such as office supplies, conference room, etc

Profile

- 3-5 years of successful professional experience in Switzerland in the field of accounting
- Good Excel (Google Spreadsheet) and Accounting software skills
- Ability to work autonomously on assigned duties
- Demonstrate an ability to manage a variety of priorities while meeting deadlines
- Rigorous, flexible, you like working in dynamic, constantly changing and fast-changing environments
- Open personality and capacity to build positive working relationships
- Perfectly fluent in French and English (German and / or Spanish an asset)

In addition to an excellent analytical mind, you have a strong ability to adapt to a new work environment and are a force for proposal. Autonomous and responsive, you are motivated to join our fast-growing start-up.

To resume

Sector : Digital Marketing

Position : Accounting Assistant

Location : Geneva

Spoken : English and French

Availability : To be agreed

Contract : CDI Part-time 50-60% (flexible)

To apply, please send your CV to job155@lemonads.com

Check out all our job offers: <https://www.lemonads.com/career.html>