

Business Unit:	Finance
Cost Centre:	100210
Position:	Junior Accounting Specialist
Reporting to:	Finance & Administration Director
Location:	Metamorphosis, Athens

Duties and Responsibilities:

- Bookkeeping for GL postings / Vendor Invoices / Fixed assets / Employee Expenses / Payments.
- Handling of accounts payable/ accounts receivables.
- Communication with vendors/customers for balance reconciliation.
- Arrange payments of suppliers, employee expenses and company's liabilities.
- Maintain archiving of digital and physical financial records.
- Support in month end/year end closing.
- Support in statutory and tax audit

Required Qualifications:

- Bachelor's degree in Accounting/Finance
- At least 2 years of proven experience in accounting or related field
- ERP knowledge (SAP knowledge will be considered as an asset)
- Excellent verbal and written communication skills in English
- Proficiency in MS Office (Outlook, Word, PowerPoint) especially in Excel
- Attention to detail
- Well-organized
- A positive approach, good listener and team player
- Reliable
- Team player
- Strict with deadlines
- Open to changes

Kärcher Leadership Competencies

		Essential	Desirable
Leadership			
A1	Live the Kärcher Culture	X	
A2	Lead Yourself & Others		
A3	Develop Yourself & Others		X
A4	Empower		
Strategic Orientation			
B1	Strategic Thinking & Acting		X
B2	Customer Centricity	X	
Change & Innovation			
C1	Change Management		X
C2	Innovation & Creativity		X
Business Alignment			
D1	Make & Drive decisions	X	
D2	Focus on Performance & Results	X	
D3	Manage Complexity & Work Volume	X	
Collaboration			
E1	Communication	X	
E2	Conflict Management	X	
E3	Cooperation & Team Spirit	X	
E4	Negotiate & Build Partnerships		
E5	International Mindset		
Skills			
F	Professional Skills	X	