

Working Student – Finance & Accounting (m/f/d)

Finance & Accounting team

This role is part of our Finance & Accounting team and offers the opportunity to gain hands-on experience in a dynamic and fast-paced business environment. As a working student, you will play a valuable role in supporting our day-to-day financial operations and contributing to the accuracy and efficiency of our processes.

At the same time, this position provides excellent learning and development opportunities for you. You will deepen your understanding of financial processes, strengthen your analytical skills, and collaborate closely with cross-functional teams; building a strong foundation for your future career in Finance, Accounting, or Controlling within an international environment.

Your responsibilities

You will support our financial accounting team in their day-to-day operations and gain comprehensive insight into the diverse areas of accounting. Working closely with the team, you will take on responsibility for various tasks and actively contribute to the smooth execution of our financial processes.

Here is a non-conclusive list of tasks in the role:

- Posting business transactions, reconciling accounts, and preparing monthly and annual financial statements.
- Processing incoming and outgoing invoices and support the team in day-to-day operations, such as preparing analyses and reports and resolving open items.
- Optimizing and document accounting processes and contribute your own ideas for improvement.
- Independently handle smaller tasks and work closely with related departments.

Our humble expectations

Given the responsibilities mentioned above, we expect people with the following traits, skills and experience to be successful in this role:

- You must be enrolled as a student throughout your employment as a working student and be studying economics, ideally with a focus on finance or accounting.
- Ideally, you have already gained some practical experience in financial accounting.
- You enjoy working with financial data and key performance indicators, are proficient in MS Office, and enjoy working in a team.
- Your work style is characterized by a high level of commitment as well as a structured and meticulous approach.
- You have very good written and spoken German (at least C2-level) and English skills.

We are always looking for different talents to broaden our horizon and step up our game, so if you can see yourself thriving and performing in this role, please let us know!

Our Offer:

- The option to work from home and/or in the office
- An exciting and modern work environment at a quality-leading, dynamically growing medium-sized company
- An exciting client portfolio ranging from sole proprietorships to international corporations
- A great team of skilled and motivated colleagues in a very positive work atmosphere
- Flat hierarchies and a casual, first-name-only culture
- Dogs are welcome in the office
- 30 days of vacation
- December 24 and December 31 are days off
- corporate benefits & employee perks (e.g., EGYM Wellpass)

For questions about the role, please do not hesitate to contact Sophie Rettler (HR-Consultant) at srettler@paychex.de. The start date is as soon as possible. Applications will be reviewed continuously, and we'll hire as soon as we find the right person.

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