Office Administrator (Kaufmännischer Sachbearbeiter) Responsibilities

- Accounts Payable (check, clarify, account for and post incoming invoices)
- Accounts Receivable (creation and posting of outgoing invoices)
- Monitoring and analysis of accounts receivable
- Managing the cash register and booking the cash register income and expenses
- Processing and monitoring of payment transactions of all bank accounts
- Reconciliation of accounts
- Participation in the creation of monthly reports
- Administrative activities as needed (filing, archiving)
- Taking over responsibilities at Reception to cover for absences
- Taking over responsibilities within Human Resources if necessary