



FOR THOSE WHO  
**DARE**

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# Financial Accountant (m/f) in Schaan/Liechtenstein 80-100% at Allianz Risk Transfer

## Job Purpose/Role

As member of the ART Accounting Team in Schaan/Liechtenstein, you will be responsible for preparing monthly and quarterly journal entries, reconciling various bank/clearing/miscellaneous general ledger accounts, maintain communications with Finance and other departments and ensure procedures are up to date.

## Key Responsibilities

- Responsible for bank accounts including payments and reconciliation
- Handles account payable and receivable
- Books journal entries (i.e. salaries) and reconciles various general ledger and settlement accounts
- Complete assigned postings, journal entries and account reconciliations on a periodic basis
- Prepare monthly cash, suspense account reconciliation related journal entries
- Ensure that all accounting entries related to your area are accurate and timely
- Document policies, procedures and workflow for assigned areas of responsibility and ensure they are up to date
- Archive records to satisfy audit and statutory requirements
- Reconcile and settle intercompany transactions within the affiliated company group
- Take care of monthly legal entity close submission activities, including posting of accruals, deferred acquisition expenses and other accounting transactions
- Contribute to the department and organization on special projects as assigned by management

## Key Requirements/Skills/Experience

Technical skills:

- Bachelor's Degree preferred with an emphasis in Accounting, Finance or Business
- 1 to 3 years of related business experience, ideally in commercial insurance
- Experience with SAP FI BW system, preferred
- Solid computer literacy, Excel, Word and PowerPoint
- Accounting technical knowledge to accurately record accounting transactions
- Understanding insurance financial statements and their performance measurement including drivers
- Experience in Swiss VAT and stamp duty is a plus

#### General skills:

- Ability to multi-task, meet deadlines and find ways to improve your work flow
- Excellent verbal, written communication and interpersonal skills, with the ability to work independently and as part of a team
- Fluency in English and Germany is mandatory
- Team player and navigating comfortably in an international and matrix environment
- Adapt to change and accept challenging assignments

#### Reference Code

ART-3068/2018-E

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Schaan/Liechtenstein