

Accounting and Office Manager

50% - 70%

Pristem SA, a Swiss-based startup with international exposure, addressing a global health issue by developing reliable digital medical imaging equipment and solutions, is looking for a highly motivated, versatile and proactive *Accounting and Office Manager*.

The *Accounting and Office Manager* will be part of the Administration & Finance (AF) team reporting directly to the CEO. He/She will assist the CFO and all the executive directors with the administrative management. He/she will be the primary contact regarding all accounting and administrative matters for the employees and external partners and customers.

The main tasks will be, but not limited to, the following duties:

1. Accounting manager

The *Accounting and Office Manager* will maintain the company accounting and prepare all necessary information and records for the financial statements and audits (internal & external) supervised by the CFO. In particular, he/she will be in charge of:

- maintaining general ledger balance;
- management of creditors (make invoices verification, accounting records and bank payments);
- management of debtors/accounts receivable (invoices/receipts follow-up and reminders);
- recording and controlling all financial data and transactions (incl. salaries and social charges) in the accounting system and resources management system according to the company's procedures;
- reconciling bank statements and ledger;
- assisting the CFO in liaising with VAT, fiscal and administrative authorities, auditors, and any agent or organization providing financial services (trustees, banking institutions, etc.).

2. Executive Assistant for Administration and HR

Manage day-to-day administrative tasks and assist the executive directors with operational, financial and administrative matters, in particular by:

- preparing and/or translating administrative mails and managing interactions and data exchanges with all social securities, insurance companies, service providers, external partners, etc.;
- ensuring that all travels and purchases are organized in the most efficient and cost-effective manner, negotiating corporate preferential rates, assisting employees with booking flights and hotels, carrying out administrative formalities, or purchasing products and services;
- ensuring compliance with internal administrative rules and processes, and developing the corporate culture by preparing relevant information and organizing staff activities and events.

Required Skills and Qualification

- Swiss Federal certificate (CFC) as a commercial employee or equivalent education
- Knowledge of Swiss accounting rules (*Swiss GAAP RPC a plus*), VAT and HR (salaries and social securities)
- Experience with an accounting software, preferably Cresus (billing, accounting and salaries)
- Experience with an ERP (e.g. Microsoft Dynamics) is a plus
- Experience in Executive assistance
- Previous experience in a high-tech or biotech start-up environment is a plus
- Ability to interact with a wide variety of stakeholders and users, internal or external
- Outstanding communication skills
- Positive, versatile, proactive, autonomous, trustworthy, structured, detailed-oriented, result-driven and able to work under pressure in changing environments (startup)

Languages: French and English proficiency
Any other language is a plus

We offer: A multicultural, open-minded, highly dynamic and stimulating work environment
An opportunity to have real impact on business operations
An opportunity to address a global health issue in a practical and effective manner

Activity Rate: 50% to 70%

Duration: permanent contract

Start Date: March 1st 2019 or by arrangement

Work place: Pristem Switzerland

How to apply: Send email applications including motivation letter, resume and work certificates/references to hr@pristem.com

More information: www.pristem.com