



# Accounts Payable Accountant (f/m/d)

**Düsseldorf - Full-time - 743999704271957**

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Verify the accuracy of invoices, expense reports and other accounting items submitted to the Finance Department.

The Accounts Payable Accountant will have a strong focus on the employees Travel, corporate credit cards, Expenses claims and compliance with local VAT regulations.

- Analyze accounting data to provide financial information to management
  - Administrate the accounting system of the studio
  - Review, verify and process employee travel and expense reports and supplier invoices
  - Review of incoming invoices for VAT law and company policy compliance
  - Review employee expense reports for appropriate documentation and compliance with company policies prior to payment
  - Replying to employees and vendor requests
  - Perform maintenance and reconciliation of vendor data
  - Other general accounting tasks as needed
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- 5+ years accounts payable experience
  - Fluent German and English
  - Knowledge of accounts payable
  - Knowledge of general accounting procedures
  - Proficient in data entry and management
  - Organizing and prioritizing
  - Attention to detail and accuracy
  - Confidentiality
  - Communication skills
  - Information management skills
  - Problem-solving skills
  - Team work
  - Ability to meet deadlines
  - Knowledge of Excel
  - Knowledge Oracle will be an advantage

- Sound knowledge of accounting according to HGB and of tax law

## Your Benefits

- Relocation Support: We offer financial support in form of a cash allowance and assistance with accommodation search and settle-in support via our relocation partner, for international candidates we offer visa assistance.
- 26 days paid vacation per year. Additionally, you will get half a day off on Christmas Eve and New Year's Eve and approximately 11 bank holidays in the NRW region.
- Flexible Working Hours: We have core working times between 10:00 AM – 04:00 PM and the distribution of the other hours is up to you.
- Company Pension Scheme. We offer an attractive scheme through salary sacrificing in which the employer also matches contributions
- Up to 350€ childcare support per child per month. In addition, we also offer 5 'care for ill children days' per child per year.
- Discounted Games. We regularly order Ubisoft Games for super cheap prices for our employees.
- Gym Subsidy. We contribute 50% (up to a maximum amount of 25€) towards the monthly cost of a gym membership of your choice.
- Lunch & Breakfast Service. Enjoy fresh discounted meals each day.
- Monthly Mobility Budget. 80€ per month that can be used on bicycle lease, parking spot rental or public transportation ticket.
- Our Ubisoft Blue Byte Academy offers multiple opportunities for you to discover your full potential and develop yourself in various areas.
- English and German classes for free. Main language in the studio is English.
- Free fresh Fruit, Coffee, Tea and Water. Enjoy fresh fruit and beverages in our office.