



## Job Description

Position | Senior Accountant

Report to | Senior Accounting Manager

### Job Responsibilities

#### Accounting & Tax Compliance

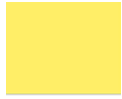
- Be able to work independently on account processing, receivables and payables, financial statements.
- External liaison with banks, tax, Foreign Affairs Bureau and other departments.
- Support the accounting documents' preparation, filing and safekeeping.
- Prepare the required documents, and provide the required data in accurate and timely manner, according to legal provisions.
- Provide group package report according to IFRS or German/US GAAP, or other reports based on clients' request, including data, financial analysis, budgets, etc.
- Coordinate external audit and prepare the required documents and reports.
- Support clients' monthly payroll, social security's calculation, declaration and payment.
- Monthly and quarterly tax declaration, annual settlements for clients

#### Customer Relationship

- Proactively respond to clients requirements
- Keep good communication with the clients

### Job Requirements

- Bachelor degree with major in Accounting, Finance Management, Tax, Business Management and Economy.
- Minimum 4 years working experience, experience in an international CPA or accounting firm is a must.
- In-depth knowledge of China and IFRS GAAP guidelines, with CPA certificate (or is preparing the exam ) and other professional qualification certificate (CTA/ACCA/ACA/CFA) is preferred.



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- Excellent command of English, oral and written, Germany language skills is a plus.
- Strong team work spirit, be ready to give support
- Be organized, keep an eye on details, be able to work under multi-tasks.
- Work independently, self-motivated, and keep learning