

## Part-Time Accounting Assistant

### Description

**EIGHT** is a dynamic digital agency that combines **creativity, strategy, solutions,** and **technology** to empower businesses in achieving digital success. With offices in **France, Switzerland, Spain, and Morocco**, we operate across diverse markets to deliver impactful solutions. We support small, medium, and large companies to improve their digital strategy and increase their visibility by optimizing their internal processes and securing their information systems.

**EIGHT** values creativity, curiosity, and ambition to drive digital innovation. Join us and become part of a dynamic and multicultural environment where fresh ideas are celebrated and empowered to achieve results.

### Responsibilities

As part of our growth, we are seeking a **Part-Time Accounting Assistant** to support our financial operations across the group's companies.

### Key Responsibilities:

- Process supplier invoices and manage client invoicing
- Perform bank reconciliations
- Handle payment follow-ups and reminders
- Support month-end and year-end closing procedures

### Qualifications

- Proficiency in French and English (written and spoken)
- Strong knowledge of French and Swiss accounting practices
- Experience with accounting software and tools
- Attention to detail and ability to work autonomously
- Prior experience in a similar role is a plus

### Job Benefits

- Flexible working hours (part-time)
- An international and collaborative work environment
- Opportunities for growth and development

### Contacts

If you're detail-oriented and looking to contribute to an expanding international team, we'd love to hear from you!

### Hiring organization

EIGHT DIGITAL

### Employment Type

Part-time

### Beginning of employment

As soon as possible

### Duration of employment

Permanent

### Industry

Accounting

### Job Location

Remote work from: France;  
Switzerland; Spain; Vietnam;  
Morocco

### Working Hours

Flexible

### Date posted

December 16, 2024

Please send your CV and a brief cover letter by pressing on the button “APPLY NOW”!

**Note:** Only shortlisted candidates will be contacted. If you do not hear from us within two weeks, please consider that your application has not been selected.