



## CAREER OPPORTUNITY

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### **JUNIOR ACCOUNTANT (80–100%) (M/F/D)**

INTERHOLCO (IHC), founded in 1962 and headquartered in Baar (Switzerland), is an internationally active B2B trading and industrial company. The group supplies customers in over 40 countries and manages complex international supply, payment and service flows. Our Congolese subsidiary IFO (Industrie Forestière de Ouessou) sustainably manages 1.16 million hectares of FSC®-certified natural forest and processes timber locally into high-quality products. With over 1,200 employees, IFO is part of a globally consolidated group of companies with high standards in accounting, compliance and transparency.

To strengthen our Finance team in Baar (ZG), we are seeking a committed individual to join us as **a Junior Accountant** as part of our succession planning.

#### **ROLE OBJECTIVE**

In this role, you will support the financial accounting team in day-to-day operations and work closely with the Senior Accountant and Finance Management. Step by step, you will take on more responsibility and develop your professional skills.

#### **YOUR RESPONSIBILITIES**

- You will support accounts payable and accounts receivable.
- You will record, post and book incoming and outgoing invoices.
- You will prepare payment transactions and assist with checks.
- You will maintain master and transaction data in the ERP system.
- You will assist with monthly closings (reconciliations, documents, reports).
- You will assist with VAT returns (Switzerland and, where applicable, abroad).
- You will carry out account reconciliations (banks, subsidiary ledgers).
- You will assist with audit preparations and internal controls (ICS).
- You will assist with the documentation and optimisation of processes.
- You will work with HR/Payroll on an ad hoc basis.

#### **IT & Processes**

- You will work in the ERP system (e.g. SAP) following implementation and training.
- You will use MS Excel for simple analyses and reconciliations.
- You have an interest in the digitalisation and automation of financial processes.



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### YOUR PROFILE

- You have completed basic commercial training or a degree (university of applied sciences/higher technical college) in business administration, finance or accounting, or are currently undertaking relevant further training (e.g. as an accounts clerk).
- You have a basic understanding of financial accounting.
- Some experience with financial statements or VAT is an advantage, but not essential.
- Ideally, you have some experience with an ERP system (e.g. SAP) or are keen to learn quickly.
- You are confident using MS Excel for simple analyses and checks.
- You speak German very well; good knowledge of English and French is an advantage.
- You work reliably, in a structured manner and with attention to detail.
- You have a good grasp of numbers and an interest in financial processes.
- You are a team player, discreet and act responsibly.
- You are keen to learn, open to feedback and keen to develop your professional skills.

### WHAT WE OFFER YOU

- You can look forward to an exciting and responsible role in an international and rapidly changing industry.
- You will have the opportunity to contribute your own ideas and actively help shape processes.
- We provide generous support for training and further education.
- You'll benefit from attractive employee benefits and modern insurance solutions.
- We also offer additional benefits, such as a free parking space.

### Interested?

We look forward to receiving your full application (CV and cover letter) at [HR@interholco.com](mailto:HR@interholco.com)

**FOLLOW US ON** [LinkedIn](#)

\*The requirements and responsibilities set out in this job description are not exhaustive and do not constitute an employment contract. They may be amended by your line manager during your employment if necessary.