

Hyrock is an independent mortgage and real estate expert for sophisticated private and institutional clients in Switzerland. For our headquarters in Schindellegi, we are looking for a motivated and service-oriented

Junior Accountant (m/w) **80 - 100%**

You will support our finance team in day-to-day operations and help ensure accurate and timely financial reporting. With us, you can expect a team-oriented and varied role in a dynamic company.

Your Responsibilities

- Support in accounts payable and receivable, including payment transactions and dunning process
- Posting of expense and credit card statements
- Posting business transactions in financial accounting, as well as reconciling bank accounts and intercompany bookings
- Participation in quarterly and annual financial statements in accordance with Swiss Code of Obligations (OR)
- Assisting with preparations for the annual audit
- Maintaining master data in our ERP system Topal
- Support in day-to-day operations (clarifications with internal and external stakeholders, preparation of statistics, contribution to the internal control system)

Your Qualifications

- Completed commercial apprenticeship (KV) or equivalent education
- Initial professional experience in accounting or finance is an advantage
- Good knowledge of MS Office (especially Excel); ERP experience (Topal) is a plus
- Precise, independent, and reliable working style
- Good command of German (spoken and written); English or French skills are an advantage

We Offer

With us, you can expect a team-oriented and varied role in a performance-driven, dynamic company.s

- A friendly and supportive team
- A team-oriented approach in a dynamic environment
- An entrepreneurial setting where you can contribute your ideas
- A corporate culture based on teamwork, respect, and collegiality
- An attractive workplace and appealing working conditions
- Support for continuous personal development

Does this sound interesting to you? Then we look forward to receiving your application addressed to Mr. Mike Rose, Hyrock AG, Neuhofstrasse 8, 8834 Schindellegi (hr@hyrock.ch).