



Join our team as

Accounts Payable Accountant / Kreditorenbuchhalter*in (m/f/d)

The Accounts Payable Accountant is a member of the VIS Finance Team and provides all tasks related to Accounts Payable and Liability Accounting.

[Please follow this link to the detailed job description.](#)

About our school:

We are an independent, not-for-profit, preK-12 coeducational day school operating in the city of Vienna with almost 280 staff and 1400 students representing over 100 nationalities. Our school is accredited by the Council of International Schools and its curriculum is approved by the Austrian Ministry of Education.

We provide outstanding education and outreach teams who work hard to ensure that every learner reaches their full potential. We are committed to harnessing learning and teaching technologies to empower all students to be inquiring, inspired, and involved lifelong 21st century learners and are looking for staff members who share our mission!

The VIS is a great organisation to work for. We offer:

- Full-time employment, 38,5 hrs./week
- 30 days annual leave + 4 additional all-staff school holidays
- commitment to your continued professional development
- if with us for more than a year, a private top-up pension scheme
- An incentive salary, depending on previous work experience (between €2.898,-- and €3.695,-- gross per month, paid 14-times per year)

We are looking forward to receiving your application if this is...

Your profile:

- Certified accountant
- Fluency in English and German
- 3 years' experience in Accounts Payable
- At least 5 years cumulative experience in all areas of accounting
- Experience in value added tax and reverse charge
- Profound experience using ERP accounting software
- Profound knowledge of excel and the Microsoft Suite of apps
- Well organised and good communication skills
- Ability to work independently in a resilient manner
- Ability to interact positively in an international educational environment



How to apply:

Applications accepted online only!

<https://forms.gle/3NoR6nxBBaThnRCWA> (Gmail account required)

Please have the following documents + info prepared:

- **Application document: Cover letter plus up-to-date CV** as one pdf, not exceeding 5 MB
 - **Applications in English or German welcome**
 - Please title your file as follows: 'your last name'_your first name' Accounts Payable Accountant'
- For Non-EU citizens: **valid residence permit**, both sides; ideally also as one pdf (or send us a common image file format like JPEG, PNG, or GIF).
 - Also here, please make sure that the file title is clear and starts with 'your last name'
- **Name + contact details of three referees:** Please make sure you have permission to share this info with us!

For an informal conversation about the position, if you have problems with submitting your application online, or if you have any additional queries, please contact our HR Team at recruiting@vis.ac.at.

Please also note:

- We are committed to safeguarding and expect all our employees to share our commitment. An employment offer is subject to an enhanced background check.
- The position will remain open until filled – an early date for application is preferred and encouraged.
- Diversity, equity and inclusion are at the heart of what we value as an organisation; we expressly welcome ALL applications.

Vienna International School
The VIS HR Team
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Email: recruiting@vis.ac.at
www.vis.ac.at

