

HYPE Innovation is a global leader in end-to-end innovation management software. HYPE's powerful platform allows organizations to engage thousands of employees in idea generation and collaborative problem solving. We help companies focus on measurable business outcomes that can be tracked through to execution. Companies work with HYPE for our flexible products, our deep expertise in innovation management, and our long history of success with some of the largest organizations in the world.

Our client community includes global companies such as GE, P&G, Bombardier, DHL, Roche, Nokia-Siemens, Daimler, Airbus, Nike, Mattel, General Mills, Saudi Aramco, Bechtel, Clorox, Deutsche Telekom, and many more. Our 85 employees are spread across two continents. We have US offices in Boston and San Francisco. HYPE's headquarter is located in Bonn, Germany.

For our office in Boston/Cambridge we are looking for a part-time:

Accountant

MAIN RESPONSIBILITIES:

Accounts Payable:

- Review and verify vendor invoices and check requests
- Enter, code and import invoices into the Accounting system (Microsoft Dynamics NAV); add new vendors as needed and file all invoices
- Set up and process all approved expenses
- Research and resolve any vendor statements and related transactions
- Verify vendor accounts by reconciling monthly statements and related transactions
- Payroll booking on a monthly basis

Accounts Receivable:

- Prepare, process and mail/email all customer invoices as approved
- Manage accounts receivable including cash application of receipts and depositing of checks into the bank
- Maintain accounts receivable customer files and records
- Make collection calls and communicate with customers via phone, email and mail
- Research and resolve payment discrepancies

- Perform all accounting work required to close the books on a monthly basis and assist in the annual financial statement process
- Provide balance sheet reconciliations and record journal entries as needed

Office Assistance:

- Answer phones
- Scan and make copies of incoming correspondence
- Organize travel arrangements
- Ensure all office equipment

REQUIREMENTS & QUALIFICATIONS:

- Several years accounting related experience in a similar position
- Proficient with MS office
- Experience in MS Dynamics NAV is beneficial
- You have analytical skills, great attention to detail and you are well organized
- You are reliable and have the ability to work autonomously
- Strong communication skills, both written and verbal are required
- You enjoy working with an international team (based in Germany); handling different time zones and different cultures

HYPE delivers to our global team:

- An attractive, results-oriented compensation package
- Holiday above the average
- An excellent, highly professional work environment
- A dynamic, global team of professional colleagues
- Unparalleled experience working with enterprise clients across the globe
- Working at the heart of the exciting innovation management industry

Please submit your cover letter and
resume to: jobs@hype.de

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