

JOIN A GREAT  
TEAM AS

Accountant – part-time  
30h per week



PatentSight is a leading Big Data Innovation Analytics company with offices in Bonn, Tokyo and Philadelphia. Our unique software products help clients to better understand the global innovation landscape and to early identify technology trends and disruptive innovations. The company is driven by the fundamental belief that understanding innovation potential creates business potential. Since our foundation in 2008, PatentSight has become the innovation analytics partner of choice of global technology leaders, including 12 DAX companies. Since 2018 we belong to LexisNexis IP.

We only gather the best and brightest minds across the globe. Currently, our team consists of top-notch IT engineers, highly-skilled consultants and experienced founders from more than 15 nations.

For our office in Bonn, we are currently looking for a talented companion joining us as

## Accountant (m/w/d) – part-time 30h per week

### The role:

Maintain records of financial transactions by establishing accounts; post and process transactions; ensure legal requirements compliance. In addition, manage the Travel and Entertainment (T&E) as well as the in- and outgoing bank payments and manage appropriate AP/AR for the PatentSight business. Prepares post-ready accounting journals from such source documents as invoices to customers, cash receipts, and supplier invoices. The Accountant also reconciles accounts to ensure their accuracy.

### What we expect:

The ideal candidate should have an Associate's degree in accounting or business administration, or equivalent business experience, as well as a knowledge of bookkeeping and generally accepted accounting principles. Preference will be given to candidates with a working knowledge of the current local (DATEV) and PeopleSoft accounting software package. Should be very detail oriented reliable and flexible.

### Key Skills:

Analyzing Information, Dealing with Complexity, Data Entry Skills, Accounting, Attention to Detail, Confidentiality, Thoroughness, Knowledge of HGB accounting standards. Must be diligent and detail oriented, reliable, hard working with a demonstrated skill for accuracy. Must be able to work independently and also in a team.

**Principal Accountabilities:**

- Purchase supplies and equipment as authorized by management
- Pay supplier invoices in a timely manner
- Take all reasonable discounts on supplier invoices
- Pay any debt as it comes due for payment
- Monitor debt levels and compliance with debt covenants
- Issue invoices to customers
- Ensure that receivables are collected promptly
- Record cash receipts and make bank deposits
- Conduct a monthly reconciliation of every bank account
- Conduct periodic reconciliations of all accounts to ensure their accuracy
- Provide information to the external accountant who creates the company's financial statements
- Assemble information for external auditors for the annual audit
- Maintain an orderly accounting filing system
- Maintain the chart of accounts
- Comply with local, state, and federal government reporting requirements
- Provide clerical and administrative support to management as requested
- Follow accounting policies and procedures
- Manage Company T&E system, T&E review and subsequent posting of related transactions

**What we offer:**

- Working in a dynamic team and fast-moving environment
- Unique chance to develop the required skillset for a later international management career
- Modern offices with Rhine view and easy access to motorway and public transportation
- Flexible working hours and flat hierarchies
- Attractive compensation

**Get in touch with us!**

If you have any questions please contact Anabelle Lampka at Tel. +49 228 763 711 22 or using the email address below. If you are interested in this opportunity, please send your application (cover letter, CV, certificates) to [career@patentsight.com](mailto:career@patentsight.com)