



The Vienna International School (<http://www.vis.ac.at>) is an independent, not-for-profit, preK-12 coeducational day school operating in the city of Vienna, Austria. The enrolment for the school year 2019-2020 is 1370 students representing 111 nationalities. The School is accredited by the Council of International Schools and its curriculum is approved by the Austrian Ministry of Education. The School is divided into two major divisions: Primary and Secondary.

We are looking to recruit the following position

Payroll Accountant (m/f)

JOB SUMMARY

The Payroll Accountant is expected to carry out the payroll calculation for all VIS employees; submit regular and annual reports to tax, social security and city authorities; liaise with the Human Resources office on contractual issues and act as single point of contact for staff in payroll related issues.

KEY RESPONSIBILITIES

- Preparation, calculation, documentation and processing of salaries, over time, remunerations, deductions, taxes and other withholdings for over 260 employees
- Ensuring the compliance of the payroll calculation & procedures with federal and state laws
- Preparation and maintaining of disbursements and ensuring that the disbursement is timely and accurate as well as in line with legal requirements
- Overall responsibility for the VIS time recording system for administrative staff
- Single point of contact to Austrian authorities for any payroll related matters
- Compilation, preparation and maintaining of payroll reports
- Providing recommendations to the Finance Manager with respect to policies and procedures for the payroll function
- Preparation of reports and statistics for government agencies
- Acts as consultant for staff members for any payroll related questions arising

REQUIREMENTS

Minimum Qualifications

- Completed commercial education/training, Payroll Accountant Certificate an asset

Professional Experience

- At least 4 years of relevant work experience in a responsible position in payroll accounting

Professional Understanding and Knowledge

- In-depth knowledge of general accounting principles and payroll best practices
- Hands on experience with relevant software and databases
- Knowledge of Austrian Social Insurance and Labor Law
- Very good general IT literacy including use of spreadsheets, databases, google drives and docs





Professional Competencies

- Self-reflective and self-motivating personality with highly developed organizational skills
- Ability to analyse processes and recommend improvements
- Reliability, flexibility and team spirit
- Great attention to detail
- Ability to maintain strict confidentiality
- Strong communication skills in both German and English as well as positive interaction skills required in an international environment

VIENNA INTERNATIONAL SCHOOL OFFERS

- An incentive salary reflecting your qualifications, skills and experience (a minimum of EUR 2.767,-- gross per month with a yearly increase and the option of overpayment)
- A professional challenge in an international and open-minded working environment
- Significant opportunity for personal and professional growth

Please send your full application - if possible in one PDF document not exceeding 5 MB - via email to hr@vis.ac.at.

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