



## **Accounts Assistant – Comforts of Home**

Comforts of Home is a leader in international student housing in Europe. To support the rapid growth of our business, we are expanding our Finance team with an Accounts Assistant.

COH currently manages over 1500 beds for use by study abroad customers in Paris, Florence, Rome, Barcelona, and Madrid. The majority of our business comes from university and third-party provider groups.

As an Accounts Assistant, you will be responsible for the general bookkeeping, accounts payables management, bank reconciliations, VAT and other taxes filings in compliance with the French statutory requirements.

This position will be based in the Paris office.

### **Responsibilities include but are not limited to:**

- Managing bank reconciliations for France
- Collecting and reconciling by apartment/period all the utility/telecom bills
- Collecting and reconciling by apartment/period all the insurance/bills
- Collecting and organizing all regular/current supplier invoices
- Setting up new vendors in the accounting system
- Preparing, processing, and matching purchase orders and invoices
- Controlling that all supplier invoices are supported by a purchase order before posting
- Controlling and posting all employee expenses
- General bookkeeping (accounts payables, VAT entries, nominal ledger entries) in compliance with the French General Accepted Accounting Principles
- Scanning and filing accounting documents
- Responding to all vendor inquiries, reconciling vendor statements, researching and correcting discrepancies
- Dealing with the French tax authorities for all matters related to property tax
- Managing all weekly accounts payables payments (review, and import into the banking system before approval)
- Completing accounts payable reconciliations on a weekly basis
- Auditing and processing credit card bills
- Managing the lease, deposit and the rent database

# comforts *of* home

## Requirements

- French native speaker, fluency in English
- 2 or 3-year degree in French accounting – **essential** ('BTS comptabilité' or 'DCG')
- 1-2 years of bookkeeping experience, ideally via apprenticeship
- Experience with accounting systems
- Knowledge of accounting terminology
- Knowledge of French GAAP rules
- Knowledge of accounting best practices
- Experience with French VAT computation and VAT filings
- Experience in administrative work (creating spreadsheets, proofreading reports).
- Excellent interpersonal, writing and verbal skills.
- A strong attention to detail; must be able to maintain accurate and easily accessible records
- Demonstrated ability to set priorities, organize work, meet deadlines, and manage multiple projects simultaneously.
- Creative problem solver and self-starter; self-disciplined with optimistic attitude
- Proficiency in Microsoft Office applications (Word, Excel, Outlook)

Send your application to: [paris.jobs@get-comfortable.com](mailto:paris.jobs@get-comfortable.com).