

Your prospects in our international mechanical engineering company



We are one of the world's leading manufacturers of machinery for the wire and cable industry. The Group of companies consists of the mother company in Germany, worldwide subsidiaries and service centers and is present on all important markets with more than one thousand employees. NIEHOFF Group is composed of the headquarters in Germany, worldwide subsidiaries and service centers and is present in all important markets with a global headcount of more than one thousand people. In line with our growth and expansion, we are looking for a suitable candidate to fill the following position in our established subsidiary in Mexico.

Accounting and Administration Manager (m-f-d) in Querétaro (Mexico)

Responsibilities:

- Financial Accounting (general ledger, accounts receivable, accounts payable, asset accounting), Cost Accounting (travel cost and cost analysis), compilation of company rules and policies related to accounting
- Preparation of company's annual financial statements, including balance sheet, profit and loss statement in accordance with the relevant Mexican laws and financial and accounting stipulations; contact person for auditors
- Preparation of the reporting package for consolidation purpose in accordance with the requirements of the headquarters
- Preparation of the company budget und business plan, including investment and personnel planning
- Regular reports to the headquarters in Germany
- Reporting of financial results to the executive board
- Managing of cash flow, foreign currency and banking facilities, contact person for banks, financial and other state authorities
- Timely payment of various taxes and application for reduction or exemption of taxes in accordance with the provisions of relevant Mexican laws and regulations, consultancy of the executive team on relevant tax matters, contact person for relevant tax state authorities
- Recruitment and selection activities, compensation and benefits / staff welfare administration, training coordination and organisation relations
- Preparation and follow-up on Human Resource documentations such as letters of appointment, promotions, annual reviews, etc.
- Keeping the personnel files well-organized and updated
- Contact person for the external human resources service company that is responsible for the company's entire payroll accounting, liaise with statutory authorities for all personnel matters / correspondence
- Handling of other administrative issues, including company insurance and customs issues

Job Requirements:

- Diploma/degree in Business Administration or equivalent
- Minimum three years of working experience in related fields
- Thorough knowledge of the full spectrum of financial accounting
- Good knowledge of local tax laws and statutory requirements
- Good knowledge of human resources functions, e.g. recruitment, termination process, staff welfare, etc.
- Knowledge of SAP module FI is an additional advantage
- Good level of written and spoken English
- Ability to work independently, with minimum supervision
- Analytical mind, self-motivated, disciplined, credible and reliable way of working
- Good interpersonal and communication skills

If you are interested in an attractive and varied job with a high degree of responsibility, you can submit your application in English to Enrique Gutierrez, e.gutierrez@niehoff.mx

Expertise, Customer Driven, Service – in Good Hands with NIEHOFF

Maschinenfabrik NIEHOFF GmbH & Co. KG

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