



Assistant Accounting & Administration (f/m/d)

Ensure smooth processes across our accounting and office management activities!

As the main point of contact for accounting, billing, and office management, you will ensure that our commercial and administrative processes run smoothly.

If you work accurately and methodically, stay on top of things even during busy month-end and year-end periods, and enjoy working with digital tools and clearly defined tasks - **then you've come to the right place!**

TimeTac is a continually growing and innovative software company with a focus on developing and providing web-based and mobile time and project tracking solutions. We maintain a modern, open corporate culture with a strong vision and a great working atmosphere in which creative thinking is encouraged. The products of TimeTac are among some of the leading cloud applications in the categories of time tracking and absence planning solutions.



**Graz
On-Site**



**Full-Time
38,5h/Week**

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Your Future Role

- Process and review incoming customer and supplier invoices.
- Record straightforward day-to-day business transactions, prepare online bank transfers, manage petty cash.
- Manage company credit cards, including invoice verification, prepare and review commission statements.
- Create outgoing invoices and set up and maintain supplier data.
- Review and send customer invoices, manage payment reminders, and support our customer-facing teams with invoice-related questions.
- Create, maintain, deactivate customer and master data in our systems.
- Manage subscriptions and maintain data in tools such as Zoho, Keylight, HubSpot, and Navicat.
- Ensure that month-end closing activities are completed accurately and on time.
- Organize orders for office supplies, furniture, and customer hardware.
- Welcome occasional visitors, receive packages, coordinate repairs, and handle other facility management matters for our Graz office.
- Contribute to optimizing and digitalizing processes by using new software and AI-powered solutions.
- You will work closely with Finance, Administration, and our customer-facing teams and report directly to our Head of Finance & Controlling.

Your Skills

- Completed commercial education, such as HAK or HLW, or an apprenticeship in office administration.
- At least two years of professional experience in office management, accounting, administration, commercial operations, or a similar field.
- Experience with basic accounting tasks; a completed accounting course or qualification is an advantage.
- A structured, accurate, and independent way of working. A solution-oriented, hands-on mentality and team spirit are particularly important to us.
- You enjoy recurring, clearly defined processes and working with numbers.
- Strong communication and organizational skills, as well as the ability to coordinate a variety of tasks simultaneously.
- Very good German and good English skills. Our company language is English.
- Confident use of MS Office and an interest in digital tools, software, and AI for process optimization.

Our Benefits



**a modern office in
the city center of
Graz**



**flexible working time
models**



**mutual appreciation
and respect**



**English as a
working language**



**4 € food voucher for
every day in the
office**



**Personal and
professional
development**



**multicultural team
with great teamspirit**



**initatives for mental
and physical fitness**



**Comprehensive
onboarding including
a buddy**



**Hardware of your
choice**



Regular team events



**All-hands meetings &
Company-wide
Retros**

As the main point of contact, you will work directly from our Graz office. Remote work is therefore not available for this position.

We welcome talents of every gender and background who would like to become part of the success story of our highly motivated team.

According to the IT collective bargaining agreement, the minimum gross salary for this position, based on at least two years of professional experience, is €2,547 per month for a full-time position of 38.5 hours per week. Depending on relevant experience, we are willing to offer a salary above the collective agreement minimum.

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Your Contact



Astrid Pfeiler

Specialist Talent Acquisition &
Recruiting

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