




The Consilio Consulting Bulgaria EOOD is searching for a

## Financial Accountant (m/f/d) – Travel & Expense Accounting

 Sofia (Bulgaria)

### YOUR RESPONSIBILITIES

As part of our Finance team, you will play a key role in managing and accounting for travel expenses. You will ensure that all travel expense transactions are processed accurately, compliantly, and with full transparency. Your responsibilities include:

- Reviewing, processing, and posting travel expense claims in accordance with internal policies and applicable tax regulations, including the handling of special cases and the correct accounting treatment
- Verifying submitted receipts for completeness, accuracy, and tax compliance while ensuring audit-ready documentation
- Responding to inquiries from employees and internal departments regarding expense claims, company policies, and individual cases, while supporting compliance with internal guidelines
- Maintaining, preparing, and analyzing travel expense and accounting data in order to provide reliable information for reporting and decision-making
- Supporting the analysis, optimization, and continuous improvement of travel expense processes with a focus on efficiency, quality, and compliance

### YOUR PROFILE

- Successfully completed commercial training, a degree in Business Administration, Accounting, Finance, or a comparable qualification
- Several years of professional experience in accounting, ideally with a focus on travel expense accounting and the application of tax regulations
- Proficiency in Microsoft Office, particularly Excel, for the structured processing, analysis, and evaluation of data
- Experience with SAP and HR Works is an advantage, particularly in supporting travel expense and accounting processes
- Fluent German language skills (C1/C2) and very good written and spoken English skills

Please submit your application documents in either German or English.

### YOUR BENEFITS



### WHO WE ARE

**CONSILIO** offers companies excellent consulting services in the digitalization and automation of company-wide business processes. Our consultants combine process-oriented and functional technical SAP application know-how with the aim of improving the competitiveness of companies through the

### QUESTIONS?



effective and efficient use of standard software. Well-known national and international companies place their trust in us and build on our many years of experience, competence and innovative strength. Because we understand them.

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**Your Contact:**

**Theresa Taeubrich**  
Talent Acquisition Specialist