

EVOLUTION OF TECHNOLOGY

ZETA is a globally active solutions provider that supports pharmaceutical and biotech companies in bringing vital medicines - such as insulin, infusions, and cancer treatments - to market faster and more efficiently. As an innovation leader, we combine technical expertise with digital excellence, covering everything from planning and construction to automation and qualification of customized process systems. In addition, we take on full responsibility for complex projects as an EPCMV partner, drive digital transformation, and develop sustainable strategies for decarbonization.

Accounting Specialist

Location: **King of Prussia**

Contract: **Part-time employee**

Start: **15.06.2026**



Your tasks

- Management of accounts receivable and accounts payable as well as their base data management. Preparation of outgoing/intercompany invoices
- Management of our expense platform (RAMP) with purchasing support to assist with vendor management and purchase order workflows
- Cross-train to back up Payroll critical functions and reporting
- Undertake special projects, as assigned. Perform other duties as assigned.
- Handle incoming communications, including emails, phone calls, and inquiries, in a timely and efficient manner.
- Maintain organized filing systems and databases.
- Provide general administrative support, such as processing and tracking expenses, generating and processing invoices, tracking cash flow, working with finance teams in US and AT

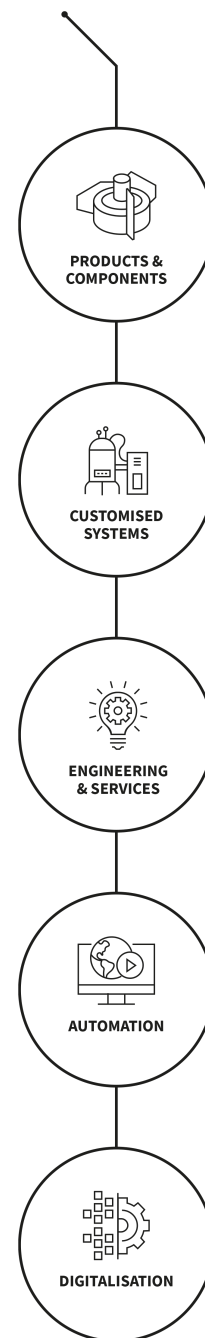


Your profile

- High School Diploma/GED, associate or bachelor's degree in business management, accounting or related discipline preferred.
- Minimum 1 to 3 years of experience in an office environment, preferred.
- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines effectively.
- Effectively manage multiple job responsibilities and adapt to changing priorities.
- Ability to use diplomacy and discretion. Must always act with professionalism. Strong customer service skills and the ability to handle confidential information sensitively.
- Ability to effectively present information verbally and in writing with a strong attention to detail and possess strong math skills: addition, subtraction, multiplication, division.
- Technical Proficiency - Solid working knowledge in Microsoft Suite, QuickBooks (preferred) and general ERP systems (NAV/SAP)
- Ability to work independently or on a team, with a positive attitude and flexibility to work with multiple individuals and handle a wide variety of tasks.
- Ability to work in a high-pressure environment and respond to work situations quickly.
- Ability to sit for extended periods of time.

Under the motto "Let's Engineer Your Career Together" we are looking forward to receiving your application!

Apply now and become part of the ZETA-Team!



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