



ADMINISTRATIVE AND ACCOUNTING ASSISTANT

ABOUT THE COMPANY

KEEN EYE is a health tech company, building machine learning technology for translational and clinical research, with a particular focus and a 'keen expertise' on imaging data. Thanks to its technology, KEEN EYE allows doctors and biologists to reproduce and extend their visual expertise, notably by identifying signals with high predictive value that are yet difficult to detect by eye. They save valuable time in day-to-day decision-making, whether it is to diagnose, screen disease, or evaluate the effectiveness of a drug, in a more precise and standardised way. KEEN EYE's clients and partners are CROs, biotech / Pharma, hospitals and life science device manufacturers.

SUMMARY

Your role is to ensure the proper management of accounting, monitor and manage relationships with our various partners (Banks, Insurance, investors ...), follow up on common tasks (billing, payment providers, bank remittance ...). You will accompany the management and the managers on a daily basis, the good understanding and anticipation of figures being a key element in the development of the company.

ESSENTIAL DUTIES AND RESPONSIBILITIES

General Accounting:

- Supervise the entry, the posting and the classification of the accounting entries in relation with the company.
- Register accounting transactions.
- Enter, control and pay customer / supplier invoices.
- Analyse missing invoices versus orders.
- Control, enter and settle expense reports.
- Check the VAT entries.
- Perform bank reconciliations.
- Follow BFR and cash monitoring.
- Establish monthly or quarterly closures.

Day to day administrative duties:

- Mailing.
- Schedule meeting and appointments.
- Book travel arrangements.
- Order and supply management.

EDUCATION, SKILLS AND EXPERIENCE

- Knowledge of office management systems and procedures.
- Knowledge of French regulations.
- Excellent time management skills and ability to multi-task and prioritise work.
- Attention to detail and problem solving skills

- Excellent written and verbal communication skills in French and English.
- Strong organisational and planning skills
- Proficient in MS Office
- At least 2 years of experience in a similar position.
- High school diploma or equivalent; college degree preferred.

POSITION INFORMATION

- Permanent contract, full-time
- Comprehensive compensation and benefits package
- Location: Paris center
- Date: ASAP