

# Accounting Specialist (Fixed-term contract) in Hankook Tire Česká republika s.r.o

---

Hankook Tire Česká republika s.r.o. is an international company engaged in the purchase and sale of tires for the Czech and Slovak markets. We are looking to hire a colleague for our accounting team in the position of Accountant, who will assist with the accounting for the Czech branch.

## Accounting Specialist (Fixed-term contract) in Hankook Tire Česká republika s.r.o

\*This is a fixed-term contract for maternity leave replacement

### Job Description:

- Posting of received overhead invoices and invoices related to the purchase of goods
- Processing of business travel expense reports and calculation of meal voucher entitlements
- Preparation of payment orders
- Re-invoicing
- Communication with third parties and preparation of documentation for auditors
- Preparing accounting reports – checking supplier balances and accrued expenses
- Various ad-hoc requests in the accounting and finance area
- Cooperation with Accounting Manager

### Requirements:

- 2+ years of experience in a similar position; we are happy to provide training
- High school diploma or higher
- Reliability, responsibility, accuracy and willingness to learn
- Communicative English
- Proficiency in MS Office
- Knowledge of SAP is advantage

### We offer:

- A friendly and stable team
- 160 CZK meal vouchers fully paid by the employer
- 25 days of vacation and 3 sick days
- Multisport card
- Employee discount on tire purchases
- Refreshments at the workplace
- Company events

Work location: Prague 4, Jihlavská 1588/21

Start date: To be agreed – end of August or during September 2026

Employment type: Full-time, Fixed-term contract for 3 years

If you are interested in this position, please do not hesitate to contact us and send us your resume.

We look forward to working with you.

## Accounting Specialist (Fixed-term contract) in Hankook Tire Česká republika s.r.o

---

### Additional information

Location **Prague**

Position type **Full-time employee**

Start of work **Aug 1, 2026**

### Responsible

HR Recruiting