

Ogletree Deakins

is hiring an

Accounts Receivable Clerk (m/f/x) for its Berlin Office

Ogletree Deakins

Join our international finance team in Berlin and play a key role in supporting the firm's financial operations. You will collaborate with colleagues, clients, and vendors across the UK and EU in a fast-paced, cross-border environment.

The **Accounts Receivable (AR) Clerk** supports the firm's financial operations from the Berlin office, handling all UK and EU accounts receivable requests. Fluency in English is required, as the role involves regular communication with English-speaking colleagues, clients, and vendors across the UK and EU. We are looking for a detail-oriented professional who can manage high-volume transactions accurately and efficiently within a fast-paced environment.

Your Responsibilities

- Post payments in a timely manner.
- Perform the daily cash reconciliation.
- Reconcile accounts when needed.
- Run Aging Reports when requested.
- Apply unallocated payments.
- Perform payment reversals.
- Respond to audit requests.
- Assist with client ACH setups.
- Complete vendor forms.

Become
part of
the team!

Your Qualifications

- Completed commercial training or equivalent qualification.
- You have experience handling accounts receivable for entities in the UK and/or EU.
- You are familiar with multi-currency transactions and cross-border payment processing.
- Additional European language skills are a plus but not required.

Your Requirements

- 2+ years of accounting clerk experience.
- Excellent German and English communication skills (written and verbal) is required.
- Strong computer proficiency in the use of MS Office, document management, accounting software, imaging, and database software.
- Superior organizational and problem-solving skills.
- Time management skills and ability to work independently as well as with a team.
- Regular and predictable attendance.

What We Offer

- Competitive compensation package.
- Professional development and growth opportunities.
- International, collaborative work environment.
- Modern office in central Berlin.
- Regular team lunches and Get-Togethers.
- Amenities such as fresh fruit, beverages, and a variety of specialty coffees.
- Supportive team culture with cross-border collaboration.
- Debit card benefit.

Firm Overview

Ogletree Deakins is one of the largest labor and employment law firms representing management in all types of employment-related legal matters. Best Law Firms® has named Ogletree Deakins a "Law Firm of the Year" for 14 consecutive years. In the 2025 edition, the publication named Ogletree Deakins its "Law Firm of the Year" in the Litigation – Labor and Employment category. Ogletree Deakins has more than 1,100 attorneys located in 60 offices across the United States and in Europe, Canada, and Mexico. The firm represents a diverse range of clients, including many of the Fortune 500 companies in the U.S.

We are fully committed to the importance of diversity within the legal profession, as well as all workplace environments - Equal Opportunity Employer.

Ogletree Deakins LLP
Kirstin Schulz - Office Administration

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