



X-RIS (X-Ray Imaging Solutions) develops and distributes leadingedge solutions in portable and fixed **Digital Radiology** both in NonDestructive Testing (aeronautic, foundries, shipyards, ...) and in Security (counter-terrorism, forensic analysis, counter-intelligence,...).

Founded in 2010 in Liege (Belgium) where x-ray know-how has deep roots, X-RIS experiences **rapid growth** with 2016 sales exceeding EUR 2.9 millions euros in more than 15 countries. X-RIS is the Deloitte Technology Fast 50 award winner in 2015. www.xris.eu - <https://fr.wikipedia.org/wiki/X-RIS> - Video RTBF : <https://www.youtube.com/watch?v=EpbObFNhRs>

We recruit an **Accountant & Administration Officer**

As an Accountant & Administration Officer, you are multi-tasking and working under the supervision of the Operations & Finance Director in a busy and changing environment.

Job Description

1. Accounting

- Be responsible for booking entries & ensure the correct analytical booking
- Act as first line contact for external/internal customers/suppliers regarding accounting matters
- Handle half-yearly and yearly closings, including closing entries, assist with the annual financial statements
- Ensure all Tax and VAT compliance obligations are executed timely, in collaboration with our external chartered accountant
- Invoice clients in due time and follow payments.

2. Human Resources

Assist with the administration of the day-to-day operations of the HR:

- Relation with Social Secretary, compensation and benefits administration and recordkeeping (which includes ensuring vacation and sick time are tracked in the system)
- Participate in recruitment efforts
- Assist with employee relations, communication, safety, welfare, wellness, and health reporting
- Develop and maintain employee files and the HR filing system
- Support the Operations and Finance Director in implementing HR policy

3. Other Administrative tasks

- Support the Operations and Finance Director in implementing integration of business processes and working on various ad hoc projects
- Perform various administrative tasks to support administration and finance department

Job Requirements

- Bachelor's degree in accounting required
- With 4-8 years of experience in accounting, preferably in international environment
- Knowledge and mastering of BOB Software
- Basic knowledge of labor laws and HR first experience is an advantage
- Fluent in French, English, a good knowledge of any other language would be an advantage
- Proficient with Excel, Word, Power-Point
- Interest for technologies, appetite for learning is a plus
- Excellent organizational skills, structured, dynamic, able to work autonomously, problem solver and stress resistant
- Strong communication skills, team player

Join a growth and exciting story.

We offer a pleasant work environment in a young and dynamic team.

Send your application to jobs@xris.eu.

For any questions, please contact
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