



AT TORQ.PARTNERS

LEVEL:

Consultant

SPECIALIST FOR:

ongoing bookkeeping | monthly closing | preparatory activities and preparatory work für annual financial statements

BUSINESS MODEL EXPERTISE:

eCommerce
Services Business
Platforms
Fitness SaaS
Financial Services

PAST KEY CLIENTS:

Internet Value | Lifestyle EVO
Fitness | Zenjob SE | CNC24
GmbH | Mikuta Fashion GmbH

SPECIAL SKILL:

Datev | DUO | Candis | Personio |
Agenda | Moss | Pleo | Spendesk

CAN ACTIVELY POST IN:

DATEV Rewe

WITH TORQ SINCE:

2024

EDUCATION

Bilanzbuchhalterin | Industrie-
und Handelskammer Dresden

Apprenticeship as an office
clerk | Deutsche Werkstätten
Hellerau GmbH

Susann Günther

Ongoing bookkeeping | monthly financial statements | preparation and creation of annual financial statements | process optimization to increase quality and effectiveness

CONSULTANT PROFILE

✉ susann.guenther@torq.partners

🗣 German, English

📍 Dresden

[LINKEDIN PROFILE](#)

[MEETING LINK](#)

PAST PROJECTS

Senior Associate | Specialized broker for professional and institutional traders & investments | 40 employees | 5 month -

Recording all business transactions for 6 companies for 4 years | specialization in bonds - Preparation of annual financial statements for 6 companies for 4 years - process optimization

Manager | gym | 20 employees | 3 month -

coordination of month-end closing with Senior Associate - Accounting for fixed assets / fitness equipment / assets under construction - Recording of down payments - cleaning up the accounting

Senior Associate | fashion e-commerce | 35 employees | 5 month -

cleaning up the accounting: creditors | down payment invoices | control key - current accounting - process optimization

Senior Associate | personnel service provider | 50 employees | 5 month -

month-end closing procedures: Incoming invoices, bank, interest, accruals and deferrals, provisions

Senior Associate | Tiny house | 20 employees | 4 month -

cleaning up the accounting: creditors | control key - current accounting | monthly closing | work on annual financial statements specialization assets - process optimization

WORK EXPERIENCE

Company Accountant, Biofabrik Technologies GmbH, 5 years 8 months

- Accounting of all current business transactions for 18 companies within a group structure: - Preparation of VAT and capital gains tax returns - Preparation of monthly, quarterly and annual financial statements and other analyses - Intercompany reconciliation
- Participation in the creation and implementation of accounting guidelines and optimisation of all accounting processes to increase quality and effectiveness
- Implementation of software, liquidity planning as well as preparation and execution of the weekly payment run, allocation and apportionment calculation within group

HR Assistant & Advanced HR Specialist | Southwall Europe GmbH | 5 years 7 months

- Salary and travel expense accounting incl bonuses, company pension scheme | personnel provisions and transfers as well as maintenance of the time tracking system
- Personnel administration and management incl. personnel data maintenance
- Recruiting and Offboarding

Accountant | Southwall Europe GmbH | 7 years 5 months

- Determination of inventories regarding raw materials | unfinished products and finished products as well as booking of value adjustments
- Preparation of advance VAT returns | monthly | quarterly and annual financial statements
- Asset accounting incl. application for and settlement of subsidies and investment grants

Chief Accountant | APSIS Anwenderzentrum GmbH | 2 year 11 months

- Booking of all current business transactions
- Preparation of outgoing invoices including dunning | liquidity planning and payment transactions
- Preparation of advance VAT returns | monthly | quarterly and annual financial statements

NICE TO KNOW

MOTTO:

Gratitude is the key to happiness

MOST IMPORTANT EQUIPMENT:

Family

HOBBIES:

Baking and cooking

Yoga

Gardening

TOOL EXPERTISE

ACCOUNTING TOOLS

DATEV (Kanzlei-)Rechnungswesen

DATEV UO

Lexware

Netsuite

ProAlpha

REPORTING TOOLS

Lucanet

OTHER TOOLS

Agenda

DocuSign

Google Sheets

Asana

Billbee

Candis

Easybill

FastBill

Getmyinvoices

Google Workspace

HubSpot

Lucidchart

Microsoft Excel

Microsoft Powerpoint

Moss

Personio

pleo

Qonto

Salesforce

Shopify

Spendesk

Taxdoo

Trello