



Accounting And Payroll Specialist

ID Quantique is looking for an **Accounting and Payroll Specialist** to join the Finance & Administration department based in the Geneva headquarters. ID Quantique (IDQ) is the world leader in quantum-safe crypto solutions, designed to protect data for the long-term future. IDQ also commercializes a quantum random number generator (QRNG), which is the reference in the security, simulation and gaming industries. Additionally, IDQ is a leading provider of optical instrumentation products, most notably photon counters and related electronics.

As **Accounting and Payroll Specialist** for the organization, you will be responsible for the payroll function from end-to-end for the Company's headquarters in Switzerland and its subsidiaries throughout the world.

You will also support the Senior Finance Manager on various accounting and administrative tasks.

Key Functions and Responsibilities:

Payroll - Responsible for overseeing the administration of the Company's payroll function:

- ✓ Administer the Company's payroll process internally or through third-party vendors - including validating all payroll activity within payroll system, maintaining proper documentation for all payroll activity, preparing payroll models for each payroll/subsidiary, and processing payrolls in a timely and accurate manner.
- ✓ Manage administration of benefits associated with payroll such as social insurances, pension schemes, tax at source...
- ✓ Assists in the development and implementation of payroll policies and procedures to ensure proper internal controls and efficient processes. Ensure payroll process complies with all applicable laws and/or regulations.
- ✓ Partner with and provide input to third-party vendors and/or internal IT department to ensure all systems related to payroll are set-up appropriately and efficiently.
- ✓ Manage Stock options detail in the system (grant letters, year-end reporting...).
- ✓ Calculate sales commissions on a quarterly basis.
- ✓ Ensure payroll expenses and liabilities are accurately and properly recorded in the company's financial statements.
- ✓ Respond to employee payroll related questions.



Finance and Admin - Support Senior Finance Manager and CFO on various finance, accounting and admin tasks such as:

- ✓ Ensure with insurance brokers that insurance policies are still up to date and renewed on time and manage insurance claims.
- ✓ Manage updates at the commercial register.
- ✓ Lead organization of shareholders meetings.
- ✓ Support implementation and management of letter of credits with the bank.
- ✓ Supports audits by gathering various documents required.
- ✓ Responsible for VAT returns.
- ✓ Assists Senior Finance Manager with monthly closing tasks.

Required Knowledge, Skills, and Experience

- ✓ Approximately 7 to 10 years of experience in direct payroll processing and general admin/accounting experience.
- ✓ Excellent verbal and written communication skills.
- ✓ Proficient background of financial computer skills.
- ✓ Good knowledge and understanding of Swiss Labor Law and HR administration.
- ✓ Fluent in English and French, German is a plus.

Should you be interested by this opportunity, please send a full application to hr@idquantique.com with Accounting and payroll specialist mentioned in the subject.

ID Quantum is an equal opportunity employer and considers qualified applicants for employment without regard to race, colour, creed, religion, national origin, sex, sexual orientation, gender identity, age, disability, veteran status or any other status protected by law.