

## ABOUT US

[Contentful](#) provides content infrastructure for digital teams to power websites, apps, and devices. Unlike a CMS, Contentful was built to integrate with the modern software stack. It offers a central hub for structured content, powerful management and delivery APIs, and a customizable web app that enables developers and content creators to ship their products faster. Companies like Spotify, Red Bull, Optimizely, Twilio, and Urban Outfitters rely on Contentful to solve the complexities of content management in the modern multi-channel world.

The demand for a new way to manage content is in the numbers: the company is rapidly growing and has raised nearly \$50M from VC firms including General Catalyst, Benchmark, Balderton, Point Nine, and Trinity.

We're a fun team of over 200 people from 44 nations with offices in Berlin and San Francisco, looking for more amazing individuals to join our team!



We are looking for an aspiring Finance and Accounting working student to join our team on a part-time basis--a perfect complement to your related field of studies. Our office is a vibrant place filled with ambitious individuals interested in the tech and start-up scene.

As our **Working Student in Finance and Accounting**, you will work closely with our Finance Manager and our Director of Finance on day-to-day tasks and exciting long-term projects. This

role is based in Berlin, 20 hours per week, and has a long-term potential to become full-time employment.

## **RESPONSIBILITIES**

- Take ownership of our international debt collection process (USA and Europe)
- Handle large incoming payments
- Active involvement in our monthly accounting closing processes
- Automate and improve our Accounts Payable processes
- Be involved in the implementation of a new Expense Management Tool
- Assist employees with various finance topics (setting up company credit cards, tracking payments, reimbursements)
- Provide second-level support to our Customer Success team in terms of billing and payments
- Communicate with and provide assistance to large corporate customers on a daily basis
- Help with documenting new finance and accounting processes

## **YOUR PROFILE**

- You are currently enrolled in a German University, preferably with a finance or business degree
- You are passionate about finding solutions to complex problems
- You are detail oriented and have fun with numbers
- High level of self-responsibility
- Confident user of Excel/Google Sheets
- Strong communication skills in English, both verbal and written (German is a plus!)

## **BENEFITS**

- Shape the future of Contentful: help us establish, scale, and improve our team's processes
- Be set up for success, equipped with the latest and greatest hardware
- Hang-out in one of our many shared spaces, playing games with colleagues or enjoying a full range of events, including workshops, on-site meetups, guest speakers, and fun events for the company and each team. Did we mention an annual off-site?
- Sharpen your PlayStation, ping pong, and kicker/fußball skills during breaks in the day
- As much artisan coffee as you can handle
- Brush up your language skills! Our team speaks more than 20 languages, and we offer free German classes
- Take a break and pat a pup, we are a dog-friendly office
- We fully support your move to Berlin with a relocation budget and visa assistance. We'll help you settle into your exciting new city
- Plus, [Contentful socks](#), oh yeah!

*“Variety is the spice of life”* — and a celebrated component of our culture. At Contentful, we strive to create an inclusive environment that empowers our employees. We believe that our

products and services benefit from our diverse backgrounds and experiences and are proud to be an equal opportunity employer: all qualified applicants are considered for positions regardless of race, ethnic origin, gender, age, religion or belief, marital status, gender identification, sexual orientation, or disability. We look forward to your application!