

Junior Accountant

Atlas Copco is a world-leading provider of sustainable productivity solutions. The Group serves customers with innovative compressors, vacuum solutions and air treatment systems, construction and mining equipment, power tools and assembly systems. **Atlas Copco** develops products and service focused on productivity, energy efficiency, safety and ergonomics. The company was founded in 1873, is based in Stockholm, Sweden, and has a global reach spanning more than 180 countries. In 2016, **Atlas Copco** had revenues of BSEK 101 (BEUR 11) and more than 45 000 employees.



Mobile air compressors



Power generators



Light towers



Dewatering pumps

We are looking for a dynamic, motivated and dedicated person with a minimum experience in accounting to provide support to our Finance Department.

Responsibilities

- Perform various bookkeeping tasks defined by Business Controller (in SAP system and related tools)
- Ensure that all accounting documents and transactions are complying with local law and tax regulations
- Archive accounting documents
- Keep up to date with changes in the accounting and tax regulation
- Prepare various reports and analysis based on Business Controller request
- Prepare monthly reconciliations and submit to Business Controller for approval
- Support colleagues in other departments with financial information under Business Controller's approval
- Assist the internal and external audit processes
- Use company assets in an efficient and cost conscious way
- Hold accountability for the accuracy of the information issued or send to different parties (customers, colleagues, etc.)
- Another ad-hoc responsibilities as defined by Business Controller

Requirements

- University degree (or in progress) in Accounting, Business Administration or equivalent
- Good level of the English language in both writing and speaking (medium)
- Fluent Local Language is a must
- Knowledge of local accounting/fiscal rules
- Knowledge of Accounting principles
- Proficiency with Microsoft Office package (Excel, Word)
- Capacity to meet deadlines
- Proactive, dynamic performer, business oriented with strong analytical skills and close attention to details
- Ability to work in a Team; create trustworthy and fair relations
- Ambitious personality with excellent communication

If interested, please send your CV in English to: irina.badea@ro.atlascopco.com