

Junior Accountant profile (full time & part time)

The junior accountant will be responsible for the general accounting function including automatic posting of documents and transactions, maintaining ledgers and bank reconciliations, administer accounts receivable and accounts payable, assisting with monthly closings and account analysis and supporting the accounting manager in carrying out the responsibilities of the accounting department.

Education and Experience

- ✓ Bachelor's degree - Economic University.
- ✓ General knowledge of accounting but no significant experience in accounting is required.
- ✓ Proficiency in MS Excel, MS Word; ability to work with multiple files and to use import / export functions
- ✓ Business English (writing and speaking) is a plus.

Key Competencies

- ✓ Attention to detail and accuracy
- ✓ Planning and organizing skills and deadline-oriented
- ✓ Communication and problem-solving skills
- ✓ Initiative and teamwork
- ✓ Maintaining confidentiality

Main advantages

- ✓ Very good salary for the position and meal tickets
- ✓ Medical insurance
- ✓ Fast learning of key accounting software modules
- ✓ Exposure to tax consulting
- ✓ Hybrid working accepted (both remote and on premises)