

Accountant (1-year fixed term contract)

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eppc

EPPC Albania, on behalf of its client, *a leading company that operates in the field of trade and service of Heavy Machines and Power Systems*, is currently recruiting an **Accountant**.

Major responsibilities:

- Responsible for accurately recording financial transactions such as sales, purchases, expenses, and payments, by ensuring compliance with relevant laws, regulations, and accounting standards;
- Checking, keeping evidence, and further informing about received/incoming payments;
- Controlling of books of incoming and outgoing invoices and from that data preparing VAT report;
- Update and reconcile accounts on a regular basis, to ensure accuracy and completeness. Review outstanding balances and follow up on any discrepancies;
- Reconcile bank statements with the company's financial records to ensure that all transactions are accurately recorded;
- Assist with internal or external audits by providing documentation and explanations of financial transactions;
- Preparing weekly, monthly, and quarterly reports, as per management requirements.

Requirements for this position are:

- University degree in Economics, preferably with major in accounting;
- **2-3 years of experience in accounting;**
- **Good knowledge of local legal and tax regulations;**
- Computer literacy, **specially working with Excel**, *Navision would be an advantage;*
- Good written and verbal communication in Albanian and English;
- Basic commercial skills.

How to apply:

To apply for this opportunity, please fill your application at: <https://aplikim.eppc.al>
You will be contacted only if your CV will be qualified.