

**EPPC Albania** on behalf of its client, **an international company**, the world leader in the habitat and construction markets, is currently recruiting an **Accountant**.

## Major responsibilities:

- Responsible for administration, bookkeeping and preparation of financial statements which meet all regulatory and business requirements;
- Responsible for monthly, quarterly and year-end closings;
- Monitor and resolve bank issues including fee anomalies and check differences;
- Account/bank reconciliations, prepare analysis of accounts as requested;
- Administer accounts receivable and accounts payable;
- Prepare tax computations and returns;
- Assist in preparing budgets and forecasts;
- Review and process expense reports;
- Assist with preparation and coordination of the audit process;
- Assist with implementing and maintaining internal financial controls and procedures;
- To analyze, interpret and monitor financial data and keep the business advised of any relevant information which enables them to make effective decisions;
- Provide advice and help businesses to reduce costs improve their top line and mitigate risks.

## Requirements for this position are:

- Graduated in Accounting, Finance, or related degrees;
- 3 to 5 years combined experience in financial accounting, auditing and reporting capacity within a Big Four environment as well as large or small company with a more operational role in finance or accounting;
- Knowledge of and experience in computerized accounting systems;
- Experience of analyzing financial data;
- Good communication skills;
- Accurate reporting skills/attention to detail/ math skills ;
- Proficient computer skills (advance Excel expertise, IT knowledge);
- Knowledge of tax regulations and laws.

## Facts & Figures:

**Position:** Accountant  
**Location:** Tirana  
**Contract:** According to the Labor Code  
**To apply until:** 20.08.2018

## How to apply:

To apply for this opportunity, please send your CV and supporting document, **mentioning the position that you are applying for**, to:

[recruitments@eppc.al](mailto:recruitments@eppc.al)

You will be contacted by eppc only if your CV & support documents will be qualified by our evaluation team.