

EPPC Albania on behalf of its client, an international company, the world leader in the habitat and construction markets, is currently recruiting a **Business Controller/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 (**Navision mandatory**);
- 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;
- Risk management experience.

## Facts & Figures:

**Position:** Business Controller/Accountant  
**Location:** Tirana  
**Contract:** According to the Labor Code  
**To apply until:** 28.02.2019

## How to apply:

To apply apply for this opportunity please fill your application at:

<https://aplikim.eppc.al>

You will be contacted by EPPC only if your CV will be qualified by our evaluation team.