

Deputy Chief Accountant

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eppc

EPPC Albania on behalf of its client, one of the biggest financial institutions in Albania, is currently recruiting a **Deputy Chief Accountant** to oversee general accounting operations by controlling and verifying financial transactions.

Major responsibilities:

- Recording of daily financial transactions in accounting system (tax receipts and bank transactions), in accordance with international accounting standards and current applicative legislation;
- Verifying, allocating, posting and reconciling accounts payable and receivable;
- Chart of Accounts verification and reconciliation;
- Costs Centers verification and reconciliation;
- Preparation of monthly tax declarations in accordance with applicative fiscal law requests;
- Communicating with tax authority;
- Report, design and keeping constant communication with partners;
- Provide technical support and advice management accountant;
- Provide input into department's goal setting process;
- Support month-end and year-end close process.

Requirements:

- Thorough knowledge of accounting procedures;
- Proficiency in Accounting Software Financa 5 (preferred also Quick books software);
- Advanced MS Office knowledge;
- Degree in Accounting or Finance;
- Professional qualifications will be a plus;
- At least 3-5 years' experience in similar job positions;
- Knowledge of tax and fiscal regulations framework;
- Very good communication skills in English and Albanian;

How to apply:

To apply for this opportunity, please fill your application until **8th of March 2019** at:

<https://aplikim.eppc.al>

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