

Bookkeeper

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eppc

EPPC Albania on behalf of its client, *a leading American provider of professional components for Secure Internet Communications*, is looking for a **Bookkeeper**.

Responsibilities:

- Manage day-to-day accounting tasks using QuickBooks, including accounts payable and receivable;
- Process software orders prepare and process invoices, receipts, and payments;
- Communicate with customers and company sales staff as needed;
- Reconcile bank statements and monitor cash flow;
- Maintain accurate financial records and assist with year-end closing processes;
- Generate financial reports.

Requirements for this position are:

- **Proven experience as a Bookkeeper or in a similar accounting role;**
- Accounting degree or other degree with proven accounting / bookkeeping work experience;
- **Proficiency in QuickBooks Online and Excel (MUST);**
- **Fluent in spoken and written English (MUST);**
- Strong understanding of accounting principles and practices;
- Excellent attention to detail with the ability to manage multiple tasks and meet deadlines;
- Communication and organizational skills.

What the company offers:

- Competitive salary and benefits package;
- A supportive work environment with opportunities for growth.

How to apply:

To apply for this opportunity send your CV through the following link: <https://aplikim.eppc.al>

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