

Junior Accountant profile

The junior accountant will be responsible for the general accounting function including preparing journal entries, maintaining ledgers and bank reconciliations, administer accounts receivable and accounts payable, assisting with monthly closings and account analysis and supporting the senior accountant in carrying out the responsibilities of the accounting department.

Education and Experience

- ✓ Bachelor's degree - Economic University;
- ✓ Minimum 1 year working experience in accounting;
- ✓ Knowledge of accounting principles, practices and financial reporting;
- ✓ Experience with accounting software;
- ✓ Proficiency in Excel, Word and PowerPoint;
- ✓ Business English (writing and speaking) at fluent level.

Key Competencies

- ✓ Attention to details and accuracy
- ✓ Planning and organizing
- ✓ Communication and problem-solving skills
- ✓ Initiative and team work
- ✓ Confidentiality