

Job brief

We are looking for an experienced Senior Accountant to oversee general accounting operations by controlling and verifying our financial transactions.

Senior Accountant responsibilities include reconciling account balances and bank statements, maintaining general ledger and preparing month-end close procedures. A successful Senior Accountant combines excellent analytical skills with a thorough knowledge of accounting principles to analyze financial reports and forecasts.

Senior Accountant duties also include ensuring accuracy and effectiveness in all of our accounting tasks.

Responsibilities:

- Maintain accounting, timely preparation and submission of financial statements;
- Verify, allocate, post and reconcile accounts payable and receivable and bank accounts
- Produce error-free accounting reports and present their results
- Preparation of invoices, perform all tax calculations and relevant filing at the tax office related to the company activity;
- Analyze financial information and summarize financial status
- Review and recommend modifications to accounting systems and procedures
- Provide input into department's goal setting process
- Assist in preparation of financial statements
- Assist with tax audits and tax returns
- Cooperation with external audits to ensure compliance
- Support month-end and year-end close process
- Review and recommend modifications to accounting systems and procedures;
- Ensure that key accounting and financial processes are properly documented, updated and reviewed regularly to achieve improvements and efficiencies;

Requirements:

- Bachelor's degree in Economics/Accounting/Finance or a relevant field of study;
- A Master's degree (e.g. MBA) would be highly desirable;
- Relevant certifications are preferred;
- At least five years of work experience in accounting;
- Organizational skills and in-depth knowledge in the field of tax and accounting;
- Strong interpersonal communication;
- Thorough knowledge of accounting procedures;
- Strong knowledge of financial accounting statements and general ledger functions;

- Experience with accounting software for data entries and accounting system reporting;
- Advanced MS Excel skills;
- Fluent in written and verbal English.
- Accuracy and attention to details;
- Ability to multi-task, work under pressure and meet deadlines required;
- Ability to create a work ethic-promoting work environment;
- Aptitude for numbers and quantitative skills.

All those interested are requested to send their CV through the e-mail address careers@gener2.al or fill out the application form on the official website www.gener2.al in the "apply online" section.

The application deadline is 06 September 2024, at 17:00 pm.