leitnerleitner
tax audit advisory

A
E

We are expanding our team at the Belgrade location by one

accounting assistant (m/f)
fulltime, junior position

AREA OF RESPONSIBILITY

¬ Post and process journal entries to ensure all business transactions are recorded
¬ Update accounts receivable and issue invoices
¬ Update accounts payable and perform reconciliations
¬ Booking of bank statements and other business documents; Reconciles general and subsidiary bank accounts by gathering and balancing information
¬ Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
¬ Preparation of reports for the National Bank of Serbia and other state institutions as necessary
¬ Carrying out administrative tasks to clients and the Employer
¬ Update financial data in databases to ensure that information will be accurate and immediately available when needed
¬ Assist senior accountants in the preparation of monthly/yearly closings
¬ Similar tasks according to the instructions of the mentor and the Employer

COMPETENCES / CONDITIONS

¬ University degree in Economics (Accounting or Finance)
¬ Excellent knowledge of English language (Knowledge of German is an advantage)
¬ Advanced MS Office skills - Knowledge of Excel and other Microsoft Office applications
¬ Good understanding of accounting and financial reporting principles and practices
¬ Excellent planning, organization, interpersonal, time-management and customer service skills
¬ Excellent verbal, written, and in-person communication skills
¬ Attention to detail and precision
¬ Prefarable 1 year of expirience in the accounting department

WE OFFER

¬ Career development & education assistance to further your ambitions
¬ Dynamic, internationaly oriented work environment
¬ Performance oriented salary

Maria Schlagnitweit,
Christoph Kneidinger

We look forward to receiving your application.

www.leitnerleitner.com