

Foreign Entity Accountant

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EPPC Kosovo, on behalf of its client, an **international software company** in Kosovo is seeking for a **'Foreign Entity Accountant'**.

Major responsibilities:

- Process customer invoices for renewals and update foreign exchange rates in QuickBooks daily;
- Send 90-Day renewal notices for expiring subscriptions and maintenance;
- Monitor Accounts Receivable aging and send collection notices for past due invoices. Escalate invoices past due more than 60 days to Staff Accountant II;
- Record vendor and foreign invoices and bank transactions for all entities;
- Monitor and analyze Amazon Web Service bills vs. customer contracts to ensure company is meeting profit targets on cloud products;
- Monitor A/R aging for unpaid invoices more than 30 days into new support term;
- Assist U.S accountants with P&L analysis.

Requirements for this position are:

- University Degree in Economy, Business Administration or related fields;
- Minimum of 1 year of experience in Accounting;
- Able to work flexible hours and afterwork when needed;
- Excellent written and verbal communication skills in English;
- Strong team player, interested in working to improve processes and collaboration;
- Ability to be self-sufficient and juggle multiple tasks.

Facts and Figures:

Position:	Foreign Entity Accountant;
Location:	Prishtina;
Salary:	Very competitive;
Contract:	According to Labor Law of Kosovo;
Deadline:	23.09.2019.

How to apply:

To apply for the position, please send your CV **until 23rd of September 2019** and supporting document, specifying the position you are applying for **'Foreign Entity Accountant'**, at the email address:

kosovo@eppc.al

You will be contacted by EPPC only if your CV & support documents will be qualified by our evaluation team.