



Ваш надежный помощник

# Accountant

📍 Киев,

Компания: Electrum Ukraine

Рубрики: [Бухгалтерия, финансы,](#)  
[учет/аудит](#)

## Пожелания к сотруднику

Образование: полное высшее  
Опыт работы: от двух лет  
График работы: полный рабочий день

## Описание вакансии

We are looking for an Accountant to manage all financial transactions, from fixed payments and variable expenses to bank deposits.

Accountant responsibilities include auditing financial documents, reconciling bank statements and calculating tax payments and returns. To be successful in this role, you should have previous experience with bookkeeping and a flair for spotting numerical mistakes.

Ultimately, you will provide us with accurate quantitative information on financial position, liquidity and cash flows of our business, while ensuring we're compliant with all tax regulations.

Key elements include but are not limited to:

- Process all accounting transactions
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Administrate payrolls
- Examining bank statements and reconciling them with general ledger entries
- Examining expenses submitted by employees
- Keeping an eye on incoming payments from accounts receivable and outgoing payments from accounts payable
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Provide tax planning services with reference to current local legislation
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations

## Qualifications

### Skills Required

- Bachelor's degree in Finance, Accounting
- Excellent knowledge of local accounting regulations and procedures
- Excellent verbal and written communication skills in English, Ukrainian. Knowledge of Polish is a plus.
- Ability to interface with counterparts with regards to financial issue.
- Hands-on experience with accounting software like 1C
- Knowledge of project management cost controls, planning and organization.
- In-depth working knowledge of MS Excel.
- Ability to multitask and prioritize a variety of tasks within a time frame.
- Analytical ability and integrity.
- Significant experience and strong problem solving skills in project & program management
- Proactiveness, accountability
- High level of numeracy

**Experience Desired**

- 2-4 years of relevant experience in accounting.
- Working for project organizations, preferable in construction industry, is a plus.

**Контактная информация**

Контактное лицо: OlesyaGaver