



Accounting Assistant

📍 Киев, 🕒 12 декабря 2023

Компания: [The Language Doctors, Inc.](https://jobs.ua/company/id/1633681) (<https://jobs.ua/company/id/1633681>) ([Все вакансии](#))

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

Пожелания к сотруднику

Образование: полное высшее
Опыт работы: от года
График работы: удаленная работа

Описание вакансии

ACCOUNTING ASSISTANT (OVERSEAS)

WE ARE HIRING!

The Language Doctors, Inc. is seeking qualified Assistants for the Accounting Department. Our ceaselessly expanding company is dedicated to breaking language barriers and connecting cultures worldwide. As an Accounting Assistant, you will be responsible for various accounting and administrative duties to support daily operations. This role involves processing invoices, transactions, and expenses and maintaining our accounting database.

Responsibilities:

- Provide administrative support functions.
- Handle day-to-day accounting duties, including Accounts Receivable, Accounts Payable, and payroll.
- Processing of invoices, reviewing daily transactions, and tracking expenses.
- Update and maintain the accounting database through data entry and reports.
- Manage monthly and quarterly reports.
- Communication with vendors and internal teams regarding accounting matters.

Qualifications:

- Bachelor's Degree in Accounting or a related field of study.
- 1-2 years of experience in Accounting or a similar role.
- Excellent written and verbal communication skills.
- Native or Bilingual Russian and Ukrainian languages
- Advanced English level (C1).
- Strong attention to detail and organizational abilities.
- Experience using Quickbooks (Intermediate Level).
- Advanced data entry and analysis skills.
- Ability to prioritize tasks and meet deadlines in a fast-paced environment.

- **Work Schedule (100% Remote)** : Monday to Friday, 9 am to 5:30 pm EST.

We are an equal-opportunity employer committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

We look forward to meeting you!

Контактная информация

Контактное лицо: Cecilia Carbajal

Сайт: <https://forms.gle/y7dHXRuP7sM3cp7e7>