



Ваш надежный помощник

# Bookkeeper, 40000 грн.

📍 Киев, 🕒 5 августа  
2025

Компания: [Alvic Property Management](https://jobs.ua/company/id/1588786) (<https://jobs.ua/company/id/1588786>) ([Все вакансии](#))

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

## Пожелания к сотруднику

Образование:	полное высшее
Опыт работы:	обязателен
График работы:	полный рабочий день

## Описание вакансии

Вимоги, побажан

Are you detail-oriented, organized, and passionate about numbers? Our friendly and fast-growing management company is looking for a **skilled and reliable Bookkeeper** to join our team!

### What You'll Do:

- Maintain accurate financial records across multiple properties and clients
- Handle accounts payable and receivable
- Reconcile bank accounts regularly
- Assist in budgeting and preparing financial reports
- Collaborate closely with our operations and management teams

### What You Bring:

- Proven experience as a bookkeeper or in a similar finance role
- Proficiency in **QuickBooks**, **Excel**, and other financial software
- Exceptional attention to detail and organizational skills
- Ability to juggle multiple priorities with efficiency and accuracy

### Why You'll Love Working With Us:

- Friendly, collaborative, and growth-focused team environment
- Competitive compensation
- Real opportunities to grow within a dynamic and supportive company

### Interested?

We'd love to hear from you!  
Please reach out to [julia@alvicmgm.com](mailto:julia@alvicmgm.com) to apply or learn more about the role.

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Обов'язки:

Умови:

**Контактная информация**

Контактное лицо: JuliaPodkolzina