



Accounting Assistant / Administration Specialist

📍 Одеса,

Рубрики: [Бухгалтерія, фінанси, облік/аудит](#)

Побажання до співробітника

Освіта: не має значення
Досвід роботи: від двох років
Графік роботи: віддалена робота

Опис вакансії

Voxloud is the **first cloud-based business phone system** that's up&running in less **than 59 seconds**, designed for small businesses that want to look like an international company in seconds, not weeks.

We do that by replacing the multiple systems typically used to manage telephony and calls across the company (both physical and cloud) with a single platform that handles every calls directed to the company's landline and toll-free numbers, while also simplifying the management and the rules-related administration.

Voxloud is also funded and is investing aggressively in growth for 2021. Learn more about why innovative companies like and trust Voxloud at <https://it.trustpilot.com/review/voxloud.com>.

Position Overview

Voxloud is looking for a high-energy and dynamic Administration Specialist to help us grow the operations. As a member of our administration team reporting to our Administration Manager, you will scale our operations and work closely with other teams across the company to deliver the best experience to our customers.

You will work on:

- Filing taxation documents
- Client administrative requests and queries
- Assist our accounting manager on:
 - Performing general accounting functions
 - Performing account reconciliations for Balance Sheet and Income Statement accounts.
 - Managing and updating daily cash activity.
 - Performing weekly bank reconciliations.
 - Recording payroll entries.

Experience and Requirements

- **High level of English written and spoken**
- **Bachelor's degree with major in Accounting or Finance.**
- **Demonstrated ability to collaborate with a distributed team**
- **MS Excel experience**

- Excellent verbal, written communication and interpersonal skills
- Ability to work independently or on a team
- Ability to multi-task and meet strict deadlines
- Strong organizational and analytical skills

Benefits

- **Remote Working** for 100% of working hours.
- **Best in-class training** program and opportunity to grow inside the company
- **Company culture** based on meritocracy and teamwork.
- **Competitive salary**, based on experience and skills

Location

Voxloud it's a very remote-friendly company since the beginning (a growing part of the team works remotely from 3 different countries) so this will be a remote working position, even though sometimes physical meeting with the team will be required. Feel free to contact:

Feel free to contact:

Skype - <https://join.skype.com/invite/drfcDilvkoez>

viber 097 543 63 33

Telegram - <https://t.me/softesis>

<https://www.linkedin.com/in/maria-belonozhko-15ab4...>

Контактна інформація

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