



Ваш надійний помічник

# Bookkeeper, Accountant, 23000 грн.

📍 Київ, 🕒 20 листопада 2023

Компанія: [Flowium](https://jobs.ua/company/id/1633306) (<https://jobs.ua/company/id/1633306>) ([Всі вакансії](#))

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

## Побажання до співробітника

Освіта:	повна вища
Досвід роботи:	обов'язковий
Графік роботи:	віддалена робота

## Опис вакансії

Part-time 25-30 hours per week

## Position Overview

We are looking for a skilled Bookkeeper/Accountant to maintain our financial records, including purchases, sales, receipts and payments.

Bookkeeper/Accountant job duties include working closely with our Finance Team to create and analyze financial reports and ensure legal requirements compliance, process accounts payable and receivable and manage invoices payments.

## Responsibilities

- Maintains records of financial transactions by establishing accounts; posting/paying transactions; ensuring legal requirements compliance.
- Maintains accounts by verifying, allocating, and posting transactions
- Prepares transfers/bills
- Manages APs and ARs
- Maintains historical records by filing documents
- Prepares financial reports or statements by collecting, analyzing, and summarizing account information and trends
- Maintains QuickBooks Online
- Contributes to team effort by accomplishing related results as needed
- Other tasks related to the day-day operations of our businesses

## Required Experience & Skills

- Proven bookkeeping and/or accounting experience
- Solid understanding of basic bookkeeping and accounting payable/receivable principles
- Proven ability to calculate, post and manage accounting figures and financial records
- Data entry skills along with a knack for numbers
- Hands-on experience with spreadsheets and proprietary software
- Proficiency in English and in MS Office

- Great communication skills
- High degree of accuracy and attention to detail
- Availability to work independently
- Fluent English (both verbal and written (B2 to C1 level). Team, clients and vendors are all in the U.S.
- BS degree in Finance, Accounting, Math or Economics

Technical requirements:

1. Strong Internet connection
2. Personal computer/ laptop
3. Headphones or headset

What We Offer

- Remote Opportunity  
You will join a global team that is 100% location independent and exclusively uses remote collaboration. As a self-motivated and responsible individual, you will be free to work from any location.
- Open Time Off Policy  
We want our team members to maintain a flexible and healthy lifestyle with an overall work-life balance. We support team members in managing their own time, including Paid Time Off. We're proud to offer an Open Paid Time Off Policy where time off is not micromanaged or limited. We trust and respect our team members in their commitment to the overall success of Flowium.
- Cutting Edge Technology  
We use the best tools available to make your process as smooth and as comfortable as possible. These include Asana, Slack, Loom, Miro, and Klaviyo. If you're not familiar with a tool we rely on, don't worry -- we'll make you an expert.
- Develop Your Skills  
We encourage professional growth daily. We offer professional development reimbursements on courses, books, subscriptions, and more. Flowium makes it easy to continue your personal and professional growth.

How to Apply

1. Application Form

Fill out the application on our site (don't worry, it's pretty painless) (up to 30 mins).  
[flowium.typeform.com/to/RChIjuHlNext](https://flowium.typeform.com/to/RChIjuHlNext)

2. Application Form Review

We'll take a look at your submission and get in touch within five days to schedule an interview if you'd fit in at Flowium!

3. Interview

Your first interview is with a Flowium Recruiter. Successful candidates will advance to a meeting with our CFO.

4. Offer

We'll offer you the job and begin onboarding if all goes well!

## Контактна інформація

Контактна  
особа: OlenaStepova

Сайт: <https://flowium.typeform.com/to/RChIjuHl>