Ваш надійний помічник

Bookkeeper, 40000 грн.

Київ, 16 квітня 2025

Компанія: Alvic Property Management (https://jobs.ua/company/id/1588786) (Всі вакансії)

Рубрики: Бухгалтерія, фінанси, облік/аудит

Побажання до співробітника

Освіта:	повна вища
Досвід роботи:	обов'язковий
Графік роботи:	повний робочий день

Опис вакансії

Hello!

Our management company is looking for a skilled and reliable **Bookkeeper** to join our friendly team. If you're detail-oriented, organized, and enjoy working with numbers, we'd love to hear from you!

What You'll Do:

- Maintain accurate financial records across multiple properties/clients
- Process accounts payable and receivable
- Reconcile bank accounts
- Assist with budgeting and financial reporting
- Work closely with the operations and management teams

What You Bring:

- Proven experience as a bookkeeper or in a similar role
- Proficiency in QuickBooks, Excel, and financial software
- Strong attention to detail and excellent organizational skills
- Ability to manage multiple priorities efficiently

Why Join Us?

- Friendly, collaborative, and growth-focused environment
- Competitive compensation
- Opportunity to grow with a dynamic and supportive team

? **Interested?**
We'd love to connect with you! Please reach out to us at julia@alvicmgm.com to apply or learn more about the position.

Контактна інформація

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