



Bookkeeper, 40000 грн.

📍 Київ, ⏰ 5 серпня 2025

Компанія: [Alvic Property Management](https://jobs.ua/company/id/1588786) (<https://jobs.ua/company/id/1588786>) ([Bci вакансії](#))

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

Побажання до співробітника

Освіта: повна вища

Досвід роботи: обов'язковий

Графік роботи: повний робочий день

Опис вакансії

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 to apply or learn more about the role.

НЯ:

Обов'язки:

УМОВИ:

Контактна інформація

Контактна особа: JuliaPodkolzina