https://jobs.ua/job-join-our-team-bookkeeper-wanted-3849735

Ваш надійний помічник

# Join Our Team: Bookkeeper Wanted!, 40000 грн.

Харків, 5 серпня 2025

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

Рубрики: Бухгалтерія, фінанси, облік/аудит

**Побажання до співробітника**

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

**Опис вакансії**

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.

**Контактна інформація**

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| Контактна особа: | JuliaPodkolzina |