



Ваш надійний помічник

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

📍 Харків, 🕒 5 серпня

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

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](mailto:julia@alvicmgm.com) to apply or learn more about the role.

## Контактна інформація

Контактна особа: JuliaPodkolzina