

For our location in Magurele, we are looking for a

Middle/Senior Accountant

Requirements:

- Economic/Accounting university degree;
- Experience of minimum 5 years in accounting; experience in a forwarding/transport company would be a plus;
- Good command of English;
- Knowledge of finance and accounting principles;
- PC skills: MsOffice package (advanced Excel), ERP system, Internet; Navision is an advantage;
- Organized person, attention to detail, good team player, deadline oriented;
- Positive and pro-active attitude.

Main responsibilities:

- Booking purchase and sales invoices, credit memos;
- Following AR and AP evolution;
- Booking and reconciling the bank statements;
- Creating the payments orders in the online bank system according to instructions;
- Book into Navision the travel cash advances and the expenses statements;
- Issue/close the travel cards;
- Follow the cash advances justification;
- Archiving all accounting documents;
- Creating other G/L bookings (salaries, accruals) and reporting to management - as per requests;
- Provide back-up for the other accounting functions.