

Accounting Associate

Jitasa d.o.o. Sarajevo is hiring!

Accounting Associate

About Us

Jitasa d.o.o. Sarajevo is a team of over 100 skilled team members eager to learn and apply knowledge to serve its clients in the act of helping others. We are a subsidiary of Jitasa, a company based in Boise, Idaho. Our name, Jitasa (Đi-ta-sa), means “The Spirit of Serving Others”. We exist to serve the nonprofits that make the world a better place.

Our values are discipline, graciousness and conscientiousness and we serve all. We are looking for individuals who share these values and who are eager to contribute to our mission of improving the effectiveness and efficiency of nonprofit organizations.

Why Join Our Team?

We know that you have many employment opportunities, however few can match the unique and rewarding career that Jitasa offers.

Join our team and we are committed to providing you the following:

- Clear Career Development & Opportunity – We love to promote from within.
- Culture, Comradery, & Community – We believe that work can and should be fun. We also share the same passion to help nonprofits do what they do best and that is what unites us.
- Mission-Driven Values, Meaningful Work – We truly believe in our core values – Conscientious, Gracious, and Discipline – and they are what guide us as a company.
- Work/Life Harmony – We are proud to offer flexible work schedules when needed.
- Global Team Experience – We work closely with our international team members who all share our same passion for helping nonprofits.
- This is an entry-level position with opportunities for professional growth.
- We have a casual, but hardworking environment.

Additionally, we offer:

- Paid Sabbatical after 5 years of service
- Volunteer time off – if you nurture Jitasa values, you probably like to help others, therefore we offer VTO, two days a year to volunteer for an organization and still be paid by Jitasa.
- [StrengthsFinder](#) assessment after three months – after the probation period, we give you a chance to learn a bit more about your strengths and how they can help you become more Jitawesome.

Job Description

We are seeking a highly motivated, cross-functional, project-oriented individual to help us manage and service our clients. This position will be responsible for monthly bookkeeping/data entry, bank reconciliations, review, the generation of monthly financial reports and other accounting related work requested by clients.

There is also a chance to join our tax team. For the position of tax associate, we are looking for detail-oriented and highly motivated individuals who will be responsible for the preparation of federal and state tax returns, client communication, and individuals who are willing to regularly monitor tax regulations.

Skills / Qualifications

- Education BA or BS Accounting/Economics – accepting authorized international diplomas
- Strong English communication skills both written and oral
- Experience with Excel and other MS Office applications required
- Ability to work in a team and to proactively communicate expectations and project status extensively with both your assigned clients as well as internal teams

Adaptability to change

- Results-oriented approach with keen attention to high quality, details and accuracy, self-motivation, and desire to exceed expectations
- Desire to build a long-term career within Jitasa
- Customer service experience and volunteering at non-profits is a plus.
- No prior work experience required (any type of additional engagement - courses, internships, additional education in the field of accounting are a plus)

Development/Growth expectations

You start as an Accounting Associate and hold that position for the first 12 months. Depending on your skillset, work ethics and eagerness to learn, you can climb up to Accounting Representative - Accounting Supervisor - Senior Accountant. We are a fast-growing company, hence more opportunities arise, but to find out more you will need to join us, as we promote from within.

Compensation expectations:

Accounting Associate starting net salary approx. – 1150BAM (with meal and transportation allowance)

Note: Currently working from home, Monday-Friday, 8 hours per day.