



We are looking for:

# **Bookkeeper**

**Belgrade**

## **Job Description**

Maintaining financial records, preparing tax returns, and overseeing the financial health of the company.

Accurate and up-to-date recording of all financial business changes in the company's business with the goal of obtaining a correct and accurate insight into the state of the processed data. Preparing financial statements for review by the company's accountant

## **Responsibilities**

- Recording financial transactions
- Preparation of corporate tax returns, VAT returns, personal tax returns and other, as applicable
- Handling accounts payable and receivable
- Paying regular bills for the company
- Maintaining company ledgers
- Accurate and up-to-date bookkeeping
- Accounting for rent, earnings and other
- Handling client and supplier invoices
- Appropriately coding payables to prepare them for the accountant's input later
- Distributing money appropriately to various departments within the company
- Invoicing deliveries and paying vendors for their goods and services
- Handling subsidiary accounts
- Researching and complying with federal, state, and local requirements as they pertain to the company's operations and financial activities
- Implementation of payment orders
- Monitoring debt levels
- Recording cash receipts and handling bank deposits
- Maintaining petty cash
- Preparing information for auditors
- Keeping an annual company budget
- Providing administrative and clerical support as needed

- Disposal of the documentation (invoice) for bookkeeping
- Coordination of work and communication with the bank, external consultants, tax administration
- Participation in the preparation of accounting and financial statements of the legal requirements (VAT applications, final accounts, and others)

### **Qualifications**

- University degree in Economics, Accounting or Finance
- Strong experience in bookkeeping, payroll, and reporting processes, ideally within international environment or accounting agency (minimum 2 years of experience in book keeping)
- Excellent knowledge of MS Excel
- Experience in Xero will be beneficial (training will be provided)
- Advanced spoken and written English – B2 level +
- Excellent knowledge of local tax legislative
- Very good analytical abilities, logical and structured thinking

### **Working hours**

- Working hours are from 10am to 6pm, five days a week

An exciting opportunity in our dynamic and fast-growing business awaits the right candidate.

If you consider yourself appropriate for this position, please send your CV to  
belgrade@fieldscopeint.com

**Deadline for applications: 26.03.2018.**

Please note that only shortlisted candidates will be invited for an interview.