



Nestlé is the world's largest Food and Beverage Company present in all countries worldwide. In 2010 we have been recognized as one of the Most Attractive Employers in the world being among the top 20 companies.

Nestlé Adriatic, founded in 2003, employs over **900 employees** and covers Serbia, Croatia, Bosnia & Herzegovina, Montenegro, Macedonia, Kosovo and Slovenia (with headquarters in Zagreb).

Nestlé is always focused on **long-term business results**, short-term profit is never a priority. According to this, we always search for people focused on long-term company's objectives and interests, who will develop and grow together with the company.

We are looking for a candidate who will join us in the position:

Assistant in Accounting (m/f)

Main Responsibilities:

- Posting bank statements;
- Preparing documentation for National Bank – foreign invoices for services;
- Allocation of incoming payments per exports number;
- Maintenance of additional records for mobile, cars, fuel etc.;
- Monitoring GL account for accruals;
- Preparing documentation for shared service in NA Croatia;
- Administration of accounting documentation.

Profile:

- Faculty of Economics (financial course);
- Good knowledge of English (written and oral);
- Good PC skills – MS Office (Advanced Excel);
- Excellent analytical, organization and communication skills;
- Team player.

The position is on temporary basis and reports to Accounting Manager Serbia.

www.nestle.rs, www.nestle.com