



We are looking for:

BOOKKEEPER / ACCOUNTANT

We offer

- Novi Sad Location
- Outsourcing company providing services to Australian based business.
- Huge opportunity for growth
- Extensive training in technical and communication skills

The Company

The company specializes in providing bookkeeping, accounting and financial control services to small Australian businesses. Its operations have been expanding over the last 6 years. The next step on the path to pursue a strategy for sustained growth is creation of this new position of Bookkeeper/Accountant

The Position

Working and living in Novi Sad, you will directly work on a portfolio of SME clients. Your responsibilities will include the following:

- Sort and distribute incoming mail
- Set-up bank rules and Invoice processing system for speedy transactions processing
- Review all Accounts Payable invoices for appropriate coding and approval for payments
- Prioritize invoices according to cash discount potential and payment terms
- Process cheque requests
- Audit and process credit card bills
- Respond to all vendor inquiries
- Reconcile vendor statements, research and correct discrepancies
- Monitor Accounts Payable ageing and action on it
- Prepare sales invoices according to the client requirements and policies
- Reconcile all bank accounts and credit cards
- Assist in month-end closing
- Maintain internal systems and processes

Requirements

If you are keen to pursue this genuinely exciting opportunity, you will need to have a number of attributes:

- Strong IT skills and sound knowledge of Excel, Word, Gmail, and similar applications
- Advanced English skills. Good understanding of English language is a mandatory requirement.
- Working hours: 6:00 to 14:00 Serbian local time
- Flexible team player who thrives in a dynamic, customer service focused environment
- Commitment to developing through training, and participating proactively in staff meetings

The opportunity

This is an opportunity for an **ambitious Bookkeeper / Accountant** with a love of multitasking to make a genuine contribution to the growth of an exciting company.