



**Bicom d.o.o. Zenica**

## **Accounting Trainee (m/f)**

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### **Job Duties**

In charge of bank receivables/payments and bank reconciliation.

Preparation of journal entries for booking payroll into GL and CRM (accounts receivable and accounts payable)

Debt collection and communication with customer.

Preparation and input of all journals for month-end, quarter-end and year-end financial closings.

Preparation of all month end accounting reconciliations.

Cash operation.

Finance support for Sales department and other departments.

Other tasks as appointed by Head of Accounting.

Any other duties in line with departmental responsibilities.

Ad hoc projects as required.

### **Desired Skills and Experience**

#### **Education/Qualification Requirements:**

- Bachelor's degree in accountancy or equivalent

#### **Language**

Fluency in written and spoken English.

#### **Other requirements:**

- Strong communication skills
- Higher level knowledge of MS Office strong Excel skills (analysis, use of formulas, pivot tables),
- Hand-on attitude, take ownership and responsibility
- Fast learning and self-development: curiosity to learn
- High energy levels. Action oriented. Willingness to take responsibility and initiative. Able to proactively identify and resolve problems
- Strong analytical skills and accuracy in work
- Self-starter, highly motivated and able to work independently
- Teamwork, ability to work in multi-cultural and cross-functional teams
- Flexibility, able to cope with fast changes within a growing company

Candidates who meet all above requirements/qualifications should send their job application including the following:

- Letter of Interest
- Curriculum Vitae

via option "PRIJAVI SE NA OGLAS".

### **Make sure Your CV also includes:**

- Previous employers.
- Time spent with these employers.
- Projects in which you have participated having an important role.
- Description of your work duties for each job listed.

Job location: Zenica.

Number of position: 1

Click here to learn more about Bicom Systems <http://www.bicomsystems.com/company/>

**Lokacija:** Zenica

**Datum objave:** 04. Aug 2016.

**Datum isteka:** 03. Sep 2016.