



Jitasa d.o.o. Sarajevo

Accounting Representative

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Jitasa d.o.o. Sarajevo is hiring!

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 nonprofit
s.

Job description

We are seeking an Accounting Representative who is highly client oriented with excellent communication and leadership skills. If you are hands-on, independent, team player with a high level of autonomy and flexibility in work, maybe you are our very new colleague.

Main tasks you will be doing involve Bookkeeping and Accounting Services, which include:

- Creating schedules from scratch and maintaining them
- Entering, reviewing, and approving bills
- Payroll entry, correction, and reconciliation
- Maintaining accrual and investment accounts
- Maintaining books, doing reviews, and sending financials on time
- Writing procedures for new and old clients
- Clearing cash accounts, A/R (accounts receivable), A/P (accounts payable) and accrual liabilities
- Daily communication with stakeholders
- Issue resolution

Skills & Qualifications

Education: Bachelor's degree in Accounting/Economics - accepting authorized international diplomas

Work experience:

- 2-5 years of relevant accounting experience
- Basic knowledge of not for profit (NFP) accounting terms is a plus

Main requirements:

- Excellent English communication skills both written and oral
- Experience with Excel and other MS Office applications required
- Experience in managing clients - independent work with the clients, good communication skills, understanding clients' requests and properly completing and answering them

Skills:

- Excellent communication skills
- Maximizing team utilization across global offices
- Managing changes - capability to work in the environment which requires multitasking and handling context switching
- Quick learning and adapting to different situation - new software and procedures
- Time and task management - work done timely and efficiently
- Problem solving skills - handling difficult requests from clients and from the team

Compensation expectations: Accounting Representative starting net salary approx. - 1440 BAM (with meal and transportation allowance)

Benefits and perks:

- 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 of your choice and still be paid by Jitasa.
- StrengthsFinder assessment after employment - we give you a chance to learn a bit more about your strengths and how they can help you become more Jitawesome.

Many internal promotion opportunities

- Casual dress code and fun and relaxed office culture
- Development/Growth Expectations: According to the achieved results, our employees have the opportunity for personal and professional progress.

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

Email your cover letter and resume/CV to: sarajevocareer@jitasagroup.com (Subject: Accounting Representative)

For more info, go to www.jitasagroup.com.

Lokacija: BiH, Sarajevo

Datum objave: 20. Apr 2022.

Datum isteka: 20. May 2022.