

## JOB OPPORTUNITY TOK Services

PR Consulting Sh.P.K, doing business as TOK Services, located at Lagjja Emshir, Komp.2A, Lok. B2, 10000 Prishtinë, is continuously seeking qualified enthusiasts who are pursuing opportunities with fast growing companies where they can not only get an attractive job, but have the opportunity to be part of a large team of professionals, challenge themselves in various departments of our office, and grow professionally.

Currently, we have a full-time job opening for the following positions:

### Project Accountant

Responsible for preparation of quarterly financial statements, Sage 300 reporting and assisting in the accounting staff management.

#### Duties & Responsibilities:

- Project Payments and Reconciliation;
- Ensure timely and accurate processing of client requisitions and subcontractor payments;
- Ensure that client billings and subcontractor payments coincide with project construction schedule;
- Maintain job cost books to reflect current and accurate information;
- Create and process monthly requisitions in accordance with contract terms and format;
- Review and track all necessary lien waivers and ensure timely turnaround from subcontractors;
- Effectively communicate with Project Managers regarding contract documents, scope changes, change orders, and any additional services related to billing;
- Maintain the billing folders for all projects with all appropriate documents including trade/subcontractors billing, expenses in accordance with standard procedures and contract document;
- Conference Call meetings with Project Managers on a regular basis to obtain current work completed;
- Prepare final requisitions, package, and close out project account upon project completion;
- Act as the primary bank contact for project funding requisitions.

#### Analytics and Reporting:

- Analyze monthly cost report, Profit & Loss, and Accounts Receivables and review with the project management team.
- Prepare special project analysis/reports for management.
- Process customized client reports, if necessary.
- Compile and provide information to internal and external auditors.
- Position may be required to perform duties outside their normal responsibilities as needed and when requested.

### Job requirements

Education, Training, Experience:

- Bachelor's degree in Accounting or equivalent.
- Minimum 1 year of experience as a project accountant or accountant.
- Experience in bank requisitions for project development.
- Excellent MS Office Suite skills (Microsoft Word, Excel, Outlook, and Project), particularly with spreadsheet applications.
- Excellent in QuickBooks, Sage 300 and/or similar Accounting Software
- Ability to research, compile, analyze and interpret data.
- Ability to analyze and reconcile complex accounts and reserves.
- Strong interpersonal, organizational, and problem-solving skills.
- Excellent oral and written communication in English Language with the ability to interact at various levels of the organization.
- Proven record of providing excellent internal and external customer service.
- Attention to detail oriented with ability to multitask and exercise proper judgment in a fast-paced environment.
- A self-starter requiring minimal day-to-day supervision.

For all interested candidates, please send your updated CV in English to [jobs@tokservices.com](mailto:jobs@tokservices.com). In the subject line, please specify **Project Accountant**. TOK Services will contact only short-listed candidates. The job ad will be open from **November 14, 2017 – November 29, 2017**.