

JOB OPPORTUNITY TOK Services

PR Consulting Sh.P.K, doing business as TOK Services, located at Lagjja Emshir, Rr. Hysni Gashi, nr.121, 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 position:

Accounts Payable and Receivable Accountant

Duties and 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;
- 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;
- Enter, prepare and sort documents;
- Work with collections personnel and with Customer to verify status of delinquent accounts and solicit payments on overdue accounts;
- Verify details of transactions, such as a funds received and total account balances, retentions.
- Prepare daily, weekly and monthly receivable statements;
- Rely on instructions, pre-established guidelines and give ideas to perform the functions of the job;
- Help Reconcile team to reconcile Receivables;
- Prepare monthly, quarterly and yearly taxes, record them in Quick Books;
- Prepare final requisitions, package, and close out project account upon project completion;
- Act as the primary bank contact for project funding requisitions.

Qualifications:

- Bachelor's degree in Finance, Accounting or equivalent.
- Minimum 1 year of experience as 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 or similar Accounting Software.

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Rr. Hysni Gashi, nr. 121
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- 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 jobs@tokservices.com. In the subject line, please specify **Accounts Payable and Receivable Accountant**. TOK Services will contact only short-listed candidates. The job ad will be open from **03 February 2018 – 13 February 2018**.