



American School of Kosova
together educating the leaders of tomorrow for a better future.

Finance Officer

The American School of Kosova is looking for a full time **Finance Officer**. As a **Finance Officer**, you will coordinate the school's finance department responsibilities, including but not exhaustive of the following areas:

Responsibilities:

- Keep accurate records for all daily transactions;
- Improve/coordinate the work routines and processes;
- Prepare daily, monthly, quarterly and yearly cash reports;
- Prepare the invoices for payment;
- Manage cash box and keep the records;
- Receive and record payments from the students;
- Track bank deposits and payments;
- Receive the invoices, review and add them to the invoice system;
- File & Scan & Ad-hoc Assignment;
- Coordinate the work with our external accountant;
- Monitor student account details for non-payments, delayed payments and other irregularities;
- Maintain good communication and relations with our suppliers;
- Keep monthly, quarterly and yearly reconciliations with our suppliers;
- Maintain in general account payables and receivables;
- Update internal systems with financial data;
- Assist with budget preparation;
- Prepare analytical reports for specific expenses;
- Prepare the work papers supporting the monthly close process and month end balances;
- Assist with a year-end financial statement close process;
- Report in regular basis to Finance Manager;
- Assist the Finance Manager in any other ad-hoc matters;

Requirements:

- Postgraduate education within accounting/finance.

- Minimum of 3 years in a similar role, the candidate needs to have high proficiency within accounting and be able to work independently.
- Good knowledge of Excel
- Fluency in English, both written and verbal
- Experience or proven ability with excellent excel/google sheets (e.g. lookups, Pivot table, formulas).
- Excellent presentation skills for the purpose of reporting non-financial managers (desirable).
- Ability to work to tight deadlines, and the ability to gather, analyze, explain and consolidate data for management reporting.

Monthly salary: 500 euro gross

If you fulfil the above requirements and want to grow professionally in an outstanding environment, please send your CV to: **denisd@askosova.org**