



Company: SPAXEL

Website: www.spaxel.com

Position: Senior Accountant

Job Overview

The Senior Accountant is responsible for all accounting related matters of the Property Management Company which manages Residential Properties in USA. You will be responsible for accounting of all transactions, generating financial reports, Payroll processing, credit card and Bank Account management and reconciliation, assuring the maintenance of accounting files and documentation of properties.

Our team

We are a subsidiary of property management company headquartered in New York with offices in Europe. Our passion and expertise are in affordable multi-family housing. Our development arms goal is to solve one of the greatest social issues plaguing the nation – affordability. We manage more than 850 units of our own developed and acquired properties in USA and we care. Our property management goal is to offer our tenants with superb service. This is evident in our approach, management style and philosophy. We know that our good intentions can also yield above-market returns for our investors. We are a young and lean team. Our supers and property managers are hired from local community talent so they can understand and be responsive to our tenants. In Prishtine we employed our back office, handling maintenance requests, procurement, compliance, accounting, IT, interior design, architecture, and administrative staff. Our Prishtina talent comes with near a decade long experience in residential and commercial development. Extended time-zone working hours allows us around the clock responsiveness. Our young and energetic team manages our properties, people, tenants, and vendors digitally. Offshore back office and our deployed technology allow us to run operations smoothly.

Job duties and responsibilities:

- Among the responsibilities and duties of the **Senior Accountant** are:
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.
- Support month-end and year-end close processes of books.
- Direct internal and external audits to ensure compliance.
- Payroll processing for the company.
- Reconciliation of bank accounts of properties.
- Preparation of weekly and monthly reports on properties.
- Processing payments for approved invoices.
- Recalculation of interest expenses on existing loans for properties.
- Preparation of applications for financing of properties to lenders and capital partners.
- Proper maintenance of accounting files and documentation of properties.
- Assist with Financial Forensics and other Due Diligence tasks during property acquisition.
- Be willing to assist other team members and departments to achieve business goals.

Qualifications:

- Bachelor's/Master's degree in either Banking Finance and Accounting, Accounting and Business Management Administration.
- SCAAK is preferable.
- 5 years of relevant work experience.
- Advanced level of written and spoken English proficiency.
- Must possess intercultural skills and demonstrate the ability to effectively work with all levels of company personnel.
- Excellent organizational and reporting skills.
- Excellent verbal and written communication skills, strong analytical and problem-solving skills.
- The ability to work under pressure and tight deadlines.
- Knowledgeable with Microsoft Office package & project management tools.

We'd love to see:

- Familiarity with modern accounting software systems.
- Experience in property management.
- Tech-savviness in learning/using enterprise resource planning (ERP) systems.

For all interested candidates, please send your updated CV in English to talentacquisition@uagrp.com, In the subject line, please specify the position you are applying for Senior Accountant for Spaxel.

We will contact only short-listed candidates. The job ad will be open from **January 7th, 2021 to January 21st, 2021**.