



**Job advertisement: Gekos Group**

**Job Position: Accountant**

Are you or someone you know seeking new challenge in Finance/Accounting? Then, this job advert is for you :)

**What we require:**

Manage all accounting transactions;  
Preparing invoices Preparing credit and debit notes;  
Record payments;  
Consolidation of bank accounts;  
Consolidation of consumers and suppliers financial statements Preparation of tax books;  
Keeping account books and systems up to date;  
Ensure timely bank payments Reconcile accounts payable and receivable;  
Examining the proficiency of the software programs used to organize data;

**Education:**

Bachelor in Economics, Accounting, Bank and Finance, or similar field.  
Certified Accountant from - The Society of Certified Accountants and Auditors of Kosovo (SCAAK)

**Work Experience:**

Finance work experience with progressively 3 years in accounting.

**Soft Skills:**

Great communication skills, Analytical skills, attention to detail, prioritization.

**Software Skills:**

Microsoft Office; Intermediate to advanced Excel Knowledge

**Highly desirable:** NAV Vision software knowledge.

**Our benefit package:**

- Working 8 hours from Monday to Friday.
- All benefits according to the law related to annual leave, medical and other paid time off.
- Development opportunities and plenty of room for personal growth.
- Great company culture.

**Please send your CV at [HR@gekosgroup.com](mailto:HR@gekosgroup.com) not later than 31/10/2021.**