



Senior Accountant (1 positions) and Junior Accountant (1 positions)

Digit Accounting LLC is an accounting company that works on providing professional accounting services and consulting in different fields in Kosovo and Outsourcing.

We are searching for motivated Senior and Junior accountant. The candidate should demonstrate that it has capacity of completing full accounting cycle including preparation of financial statements.

Responsibilities of the Senior Accountant position

- Managing the monthly close for specific clients including posting journal entries, allocations, preparing financial statements and responding to Income Statement questions;
- Balance sheet reconciliations on a monthly and quarterly basis;
- Other tasks and responsibilities as assigned by the supervisor.

Requirements for Senior Accountant position:

- English language proficiency and ability to work in other languages,
- Experience in accounting 2-3 years,
- Bachelor degree on Accounting and Finance,
- Certified by SCAAK ,or ongoing
- Attention to details; ability to multi-task and prioritize assigned projects to meet deadlines,

Responsibilities of the Junior Accountant position

- Posting Invoices, journal entries and other transactions.
- Updating financial data in databases to ensure that information will be accurate and immediately available when needed and Other tasks and responsibilities as assigned by the supervisor.
- Preparations of Payroll records,
- Verifying financial statements, ledgers, and accounts and making corrections where appropriate,
- Managing the monthly close for specific clients
- Balance sheet and PL reconciliations on a monthly and quarterly basis,

Requirements for Junior Accountant position:

- English language proficiency and ability to work in other languages,
- Experience in accounting 1-2 years,
- Bachelor degree on Accounting and Finance,
- Technician Accounting by SCAAK,
- Attention to details; ability to multi-task and prioritize assigned projects to meet deadlines,

What we offer:

- Attractive compensation package,
- Health insurance from day one,
- Friendly environment,
- Professional career development,
- Submit your CV at: **info@digit-nest.com**