We are hiring: Accounting & Tax Compliance Assistant

📍 Pristina, Kosovo | Full-time

🏢 Forvis Mazars Albania & Kosovo

About Forvis Mazars

Forvis Mazars is a leading global professional services network delivering quality across audit, tax, advisory and consulting. We're united by a shared purpose and a strong sense of belonging, with a culture rooted in inclusion, responsibility, and collaboration. With us, you'll be empowered to shape your career, contribute your ideas, and make a difference from day one.

We embrace individuality and encourage everyone to bring their whole selves to work. Whether you're looking to stretch your potential, build meaningful relationships or be part of a diverse, forward-thinking team, this is a place where you can thrive.

Together, we **grow**, **belong** and **impact**.

For more please visit: https://www.forvismazars.com/al/en

What we are looking for?

At Forvis Mazars, we are looking for a proactive and detail-oriented Accounting & Tax Compliance Assistant to become part of our growing Tax team in Tirana. This role offers an excellent opportunity for individuals who are eager to learn and develop skills in tax and fiscal compliance, with good analytical, planning and organizational abilities.

Qualifications and skills required:

- Bachelor's degree in accounting, Finance, Tax, Auditing or related fields
- Good skills in tax, accounting, finance, and related fields (internships and experience will be a plus).
- The candidate must hold an active membership with the Society of Certified Accountants and Auditors of Kosovo (SCAAK)
- Very good command of English (written and spoken)
- Strong communication and interpersonal skills, with the ability to work effectively with clients and internal teams
- Excellent verbal and written communication skills
- A team-oriented mindset with a positive, professional and collaborative attitude

- Strong willingness to learn and develop within the tax field
- High level of attention to detail and strong sense of responsibility
- Basic understanding of Albanian tax legislation and fiscal procedures (an advantage)
- Ability to manage multiple tasks and meet deadlines in a fast-paced environment
- Good analytical and organizational skills

Key Responsibilities:

- Record and maintain daily accounting transactions
- Support month-end and year-end closing processes
- Perform basic account reconciliations
- Assist in the preparation of bookkeeping reports
- Assist with VAT and other periodic tax filings and fiscal declarations
- Support corporate income tax calculations
- Assist with payroll-related tax and contribution reporting
- Support the Tax team in providing day-to-day tax assistance to clients
- Maintain accurate accounting and tax documentation
- Support audits and regulatory inspections
- Monitor compliance deadlines and statutory submissions
- Collaborate with senior team members on accounting and tax tasks

What we offer:

- A supportive work environment where personal and professional development is actively encouraged
- A young, dynamic, and positive team culture
- Intensive on boarding and continuous training programs
- Competitive salary package based on experience and market benchmarking
- Annual performance-based bonus and regular salary reviews to reward strong performance

Interested?

If you are motivated to start or grow your career in Tax and want to be part of an international professional services firm, we would love to hear from you.

Interested applicants should submit the following documents:

- An updated CV at **jobs.al@forvismazars.com**

Your application will be treated with full confidentiality.
Shortlisted candidates will be contacted for the interviewing process.