

Project Administration & Accounting Specialist

Place of work: Warszawa

Key Accountabilities:

- Reviewing, monitoring and processing suppliers' invoices and purchase orders (services, materials, subcontracts, etc.)
- Issuing and monitoring client invoices.
- Providing administrative support in the preparation and development of financial reports.
- Assisting in bank guarantees management.
- Performing bank reconciliations and preparing cash reports.
- Assisting in the performance of bookkeeping duties such as recording, posting and processing day-to-day transactions.
- Assisting the Financial Management in the preparation for audit and the production of financial statements and other financial reports.
- Performing other related duties, as required.
- Assisting in the reconciliation of accounting discrepancies by collecting and analyzing account information.

Requirements:

- 2-3 years of experience in accounting department
- Experience in working on SAP
- Communicative Polish language
- Very good knowledge of English language (B1/B2, ability to work smoothly on English documents and communicate with English speaking colleagues)
- Knowledge of Spanish language would be a plus
- Interest in finance and accounting and willingness to develop a career in finance
- Willingness to learn
- Fast adaptation to changes
- Meticulousness and dutifulness
- Ability to work in a team
- Ability to ask questions and resolve doubts when such occur

We offer:

- Full-time employment contract
- Private medical care at Medcover
- Benefit Multisport card
- Flexible working hours
- Full-time employment contract
- International working environment
- Career development opportunities.