

Assistant Chief Accountant

Vacancy description

We, the young company ASAP DEMO LLC, are a system integrator in the IT field. To date, we have operating accounting, successfully maintains all our documentation. But in connection with the expansion, we are looking for a young, new employee - an assistant to the Chief Accountant.

Who are we looking for?

Assistant chief accountant, with specialized education, attentive and responsible person. A person who will deal with the internal accounting of the enterprise.

- Maintaining primary documentation (accounts, invoices, power of attorney, acts of work performed, making the arrival of goods);
- Registration of personnel documents. Payroll, vacation pay;
- Registration of tax invoices and adjustments, registration;
- Ensuring the safety of accounting documents, processing them in accordance with the established procedure.
- Monitoring the availability of contracts
- Control of the availability of original documents, correct execution;
- Procedure for obtaining inquiries;
- Regular familiarization with the latest changes in accounting.

Requirements

- Higher specialized education (accounting and auditing or finance);
- Experienced PC user, MS Office.
- Knowledge of tax, accounting legislation, 1C, M.E.Doc., Electronic office;
- Knowledge of the procedure and execution of primary documentation;
- Experience in a similar position (preferably);
- Compliance with legal requirements, accounting standards and the tax code;

Conditions

- Bright, pleasant office near the metro (Poznyaki, Osokorki)
- Schedule from 9:00 to 18:00 (lunch time)
- Permanent, official work (on official holidays)
- Desired salary
- Work in a friendly young team
- Active and fun corporate events.

Dear candidates, if you meet the specified requirements and are ready to work - send your detailed resume and a completed questionnaire!

*** Application form is required. Without it, we do not consider resumes.