

Employment Opportunities

Junior Accountant

Baker Tilly in Bulgaria is an independent member firm of Baker Tilly International (www.bakertillyinternational.com), the 9th largest accounting and business advisory network in the world by combined fee income. We are committed to providing the best possible service to our clients, both in our own marketplace and across the world, wherever the client needs help.

Due to ongoing expansion, we invite applications from ambitious and highly motivated professionals to fill the following position for our office in Sofia:

Junior Accountant:

The Role:

Accountants translate raw financial numbers into usable business information. They make sure that records are accurate and that taxes are paid properly and on time. Accountants perform overviews of the financial operations of a business in order to help it run efficiently.

As a **Junior Accountant** you will have a role on accounting assignments. You can expect to be involved in a variety of interesting and challenging work. This role will provide you with an excellent opportunity to develop your personal and technical skills.

Responsibilities:

- Perform operational accounting tasks including posting data in the accounting software, processing receipts, invoices and payments;
- Balancing accounts;
- Maintaining financial records;
- Completing VAT return forms;
- Assist in the preparation and submission of all statutory required declarations and statistic reports;
- Assist in the preparation of Annual financial statements and tax returns;

Requirements:

- Bachelor degree in Accounting is a must;
- Master degree in Accounting would be considered an advantage;
- 1 year of experience in Accounting would be considered an advantage;
- Good level of English;
- Good interpersonal and teamwork skills;
- Professional attitude;
- Ability to operate successfully under pressure;
- Very good computer skills, i.e. MS Office (Excel) would be considered an advantage

The Company offers:

- Positive, creative and dynamic work environment;
- Excellent opportunities for personal and professional development;
- Work in a dynamic international environment and ongoing on-the-job training;
- Attractive remuneration package according to qualification and experience of the successful candidates

Only short-listed candidates will be invited for an interview

www.bakertillyklitou.com

Applications:

If you are interested in joining our firm, please complete our application form, which you can find on our website www.bakertillyklitou.bg, and send it by email to info@bakertillyklitou.com by 30 June 2017.

All applications will be treated as strictly confidential.

Baker Tilly

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