



Vacancy summary

Accounts & Administrative Support Executive

GE01266524

Tbilisi

Gender : Woman

Education : Bac + 4, Master

Experience : 1 year - 3 years

Position : Accountant

Contract : Long term

Availability : Full Time

Salary : 600GEL

Vacancy details

Prepare, examine, and analyze accounting documents and records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.

Requirements:

- Proven experience in basic accounting procedures and principles.
- Excellent organizing abilities.
- Great attention to detail.
- Effective verbal and writing communication skills.
- Effective administration skills.
- Good with numbers and figures and an analytical acumen.
- Good understanding of accounting and financial reporting principles and practices.
- Excellent knowledge of MS Office and familiarity with relevant computer software (e.g. QuickBooks, Tally etc).
- Bachelor's degree in accounting or related field.
- Fluency in English and Georgian languages (Russian will be an added advantage).

- Knowledge of Georgian tax code and practical experience in filling tax returns.

Please send your CV in English with a recent photograph. Please note that only shortlisted candidates will be contacted.

Our e-mail address is sheryll@sanjudes.com for this job announcement.

Contacts
