

ACCOUNTANT POSITION

Job Description of an accountant (Based in Cyprus – Larnaca):

To do the book keeping and payroll for construction companies. To have a closely cooperation with the company Auditors. Good knowledge of Cyprus VAT rules.

Tasks:

1. Book-keeping in accordance to local legislation
2. Responsible for payroll preparation
3. Responsible for social security compliance
4. Responsible for preparation of accounts payable and receivable both with internal and external Partners
5. Petty Cash handling
6. Communication with banks
7. Responsible to perform company's bank transactions
8. Responsible for invoicing and collection from clients
9. Cooperation with the companies' auditors for the preparation of the Financial Statements.

Skills

1. Excellent knowledge of Cyprus and EU VAT regulations
2. Familiar with an accounting software
3. Excellent knowledge of Greek and English
4. Diploma or Degree in Accountancy

Interested persons are kindly requested to contact:

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