



Accounting Assistant

We are an international technology solutions company specializing in software product and application development, and services. To learn more about who we are, what we do, and why it's worth joining our team, visit our website <https://career.softserveinc.com/en-us/poland>

We are now looking for an Accounting Assistant. Join us, if you want your every day responsibilities to include:

- Posting and processing journal entries to ensure business transactions (bank statements, credit card reconciliation, expenses reports, purchase/sale invoices), including running defined checks and controls
- Participating in month closing procedures
- Storage and recording of source documents
- Controlling over documents registers

This job offer is for you if you are a professional:

- With at least 6 months of experience
- Having Bachelor's Degree in Economics, Finance, Accounting, Management, or similar
- Understanding general accounting principles
- Showing deep knowledge of MS Word, Excel, PowerPoint
- Demonstrating Intermediate+ level of English
- Possessing excellent organization and time-management skills
- Able to work under pressure and within tight deadlines
- Great at problem-solving and ensuring high quality of work
- Ready and willing to learn

Contact for more information or applying your CV

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