



Due to expansion of our operations, for our office in Belgrade we are looking for:

Accountant

MAIN RESPONSIBILITIES

- According to valid regulations and internal procedures enters the data into the accounting system
- Balance confirmation with customers/suppliers including all others activities related to Tax administration,
- Managing of fixed assets
- Reconciliation of tax accounts with Tax Administration and Public Revenue Administration
- Communication and reconciliation with debtors and suppliers on yearly level and keeping records
- Payroll journals processing
- Follow up on the changes in tax, finance and accounting regulations
- Booking of invoices, bank accounts and all other accounting documents
- Preparation of the payments for e banking
- Preparation and submission of VAT, property tax, other tax returns and administration of related records
- Assistance in annual closing
- Preparation and submission of the financial statements, pursuant to instructions of supervisors/seniors
- Audit assistance and communication
- Preparation and maintenance of all other tax/government-imposed reports/documents
- Preparation of all other reports required by supervisor/senior
- All other accounting tasks imposed by the supervisor/senior

REQUIRED SKILLS:

- Bachelor's degree in finance/accounting/management
- Minimum 3 years of experience in finance and accounting
- A general knowledge of bookkeeping principles and understanding of Serbian GAAP
- Good knowledge of domestic laws and regulations relevant for the field
- Pro-active with an eye for detail
- Cooperative and team-orientated
- Experience and knowledge of MS Excel
- Good English communication skills

CANDIDATE'S PROFILE

- Well organized with good analytical skills
- Cooperative and team-oriented
- Ability to quickly and efficiently resolve problems

INTERESTED ? Please send your CV no later than Friday , February 5th 2021, to jobs@cw-cbs.rs
Only short-listed candidates will be contacted.

Personal data collected in this manner will only be used in accordance with the Personal Data Protection Law. Before sending your application please inform yourself of the way CBS International collects, uses, and processes personal data related to job applicants, at the following link: <https://cw-cbs.rs/obavestenje-o-obradi-podataka-licnosti-kandidata-za-posao/>

CBS International is the leading real estate consultancy in Serbia in terms of revenue for 10 years, providing variety of services including: Office Agency, Retail Agency, Residential Sales and Leasing, Industrial Agency, Land Agency, Valuation and Development Advisory, Capital Markets, Market Research, Project Management, Facility Management, Property Management and Marketing. CBS International is a member of Cushman & Wakefield Alliance, a leading global real estate services firm with 53,000 employees in more than 60 countries. Cushman & Wakefield is among the largest commercial real estate services firms in the world with revenue of \$8.8 billion across core services. For more information, visit www.cw-cbs.rs | www.cushmanwakefield.com

WHEN YOU THINK OF PROPERTIES