

Accounting Officer – Job Description

Location: Tirana

Status: Full Time

General Scope of the Position

The Accounting Officer position is an important role that reflects a balance of sales and customer oriented skills and technical accounting skills.

He/she is responsible for acquiring new customers and delivering all necessary advisory accounting services as well as performing the transactions and return sheets in the Tax Office System. He/ She is responsible for preparing accounting and financial statement including Charts of Accounts and General Ledger for the small, medium and large companies that CBS will offer the accounting services. The Accounting Officer is responsible for managing financial reporting and external controls of these companies. The position reports to the Finance and Operations Director.

Duties & Responsibilities

- Responsible for preparing accounting and financial statements of the small, medium and large companies;
- Responsible for maintaining charts of accounts and general ledger meeting company's internal regulation and local regulation. Ensures general ledger and banking accounts are reconciled on regular basis;
- Acquire new customers and provide advisory services to them on the various services of the accounting suitable to the businesses circumstances, as well as assistance with the preparation of the financial statements and/ or the consultancy services;
- Advising clients on tax planning (with current legislation to enable them to minimize their tax liability) and tax issues associated with activities related;
- Maintaining accounting records and preparing accounts and management information for businesses (accountancy);
- Responsible for keeping relationships with the government bodies: Tax Office, National Registration Centre, Municipalities and solve the issues the companies will face with these institutions;
- Provide the whole cycle of accounting services and payroll services to the customers, included the reporting process to the E-Filing (Tax Office System) and E-Albania (Government body system);

Qualifications

- University degree in Finance & Accounting or an equivalent degree;
- 3-5 years of accounting processes experience in: Accounting Offices, Large Institutions and / or in Auditing companies;
- Minimum of three years of progressively responsible professional experience in accounting and financial reports;
- Excellent Sales Skills; able to identify the potential customer through a proactive sales approach;
- Excellent skills in financial software's and Tax Office systems as well;
- Organizational skills and ability to manage deadlines, a self-motivated person, ability to work independently, strong verbal and written communication skills, a persuasive communicator with excellent interpersonal skills;

About CBS

CBS, Creative Business Solutions is a nonprofit organization that pioneers economic growth solutions with financial and social return impact. CBS partners with USAID to implement SmartCapital, a three-year program with economic benefits for SME's. The program provides economic growth through access to capital and a variety of smart technologies. CBS works closely with an array of partners including large donors and banks, micro finance institutions and state institutions. It has built a number of enterprise digital platforms including Agroweb and LORES platforms. CBS is the leading organization for agriculture finance in Albania with coordination and programs in the Balkan region. It employs a team of 27 professionals with expertise in banking, agriculture, finance services, technology solutions, environmental, renewable energy and digital marketing. CBS has a team of 27 professionals located in Tirana with four branches throughout Albania.

Application:

Interested applications must email a cover letter and CV until **October 31, 2016** to info@cbs.al and include "Accounting Officer" in the subject line.