

## Job Description – Accounting Officer

**Title:** Accounting Officer

**Location:** Tirana

### **General Scope**

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 Accounting Manager.

### **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 business circumstances, as well as assistance with the preparation of the financial statements and/ or other consultancy services;
- Advising clients on tax planning (within 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 Center, Municipalities, and solve the issues the companies will faced 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)

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### **Qualifications**

- 3-5 years of accounting processes experience in: Accounting Offices, Large Institutions and /or in Auditing companies.
- University degree in Finance & Accounting or an equivalent degree
- Excellent Sales Skills; able to identify the potential customer through a proactive sales approach;
- Excellent skills in financial software's and Tax Office System 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.

### **Background**

CBS Creative Business Solutions is a business consulting non-for profit organization that provides consultancy and implement solutions for local entrepreneurs, SME's, donors and financial institutions. CBS implement AgroCapital program whose mission is to boost economic growth in Agriculture and other industry business sectors. The program also provides consultancy to select banks and financial institutions. CBS aims to strengthen SME's through adoption of modern business practices including contemporary accounting and financing practices.