

# Junior Accountant



## Who are we?

TPA is a leading accounting, tax advisory, and audit company in Central and Eastern Europe. It currently employs more than 2050 staff members in 12 countries of an independent TPA Group. Additionally, we are an independent member of international Baker Tilly network and thereby perfectly connected at global level and able to provide high-quality services in all the main business centers and regions of the world. Due to expansion of our business in Montenegro, we are looking for a new member of our team - **Junior Accountant**.

## Responsibilities

- Post and process journal entries to ensure all business transactions are recorded
- Update accounts receivable
- Update accounts payable and perform reconciliations
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
- Assist with reviewing of expenses, payroll records etc. as assigned
- Update financial data in databases to ensure that information will be accurate and immediately available when needed
- Prepare and submit weekly/monthly reports on client's request
- Assist senior accountants in the preparation of monthly/yearly closings
- Assist with other accounting projects

## Requirements

- Bachelor's Degree in Accounting or Finance preferably with 6 months of relevant experience in the position of Junior Accountant or similar position
- English language
- Excellent organizing abilities
- Great attention to detail
- Good with numbers and figures and an analytical approach
- Good understanding of accounting and financial reporting principles and practices
- Proficient in MS Office and familiar with some of the relevant accounting softwares.

## What do we offer?

- Support from more experienced colleagues is always available;
- Learning and Development Opportunities (internal and external trainings);
- Access to professional magazines and applications;
- Flexible working hours;
- A hybrid model of work
- Team gatherings and bonding activities during the year;
- Shortened working hours once a month;

If you desire to become a part of a highly motivated and committed team, to work in a people-oriented environment and atmosphere that stimulates the professional growth of each individual, please apply. This is a real career opportunity within a dynamic, entrepreneurial team.

You can apply at: [hr@tpa-group.me](mailto:hr@tpa-group.me)

\*Only short-listed candidates will be contacted.