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In Bulgaria, Adecco focuses on providing consulting recruitment services, outsourcing and temporary workforce solutions. The job opportunities you can find with Adecco are in the fields of technology, finance, pharmacy, tourism, and many others.

For one of our clients - company with a strong presence on the Bulgarian market, we are looking for motivated professionals for the position

Junior Accountant with English, Burgas

The requirements are:

- At least 1 year of relevant work experience
- A Bachelor's degree in accounting, finance or economics;
- Basic knowledge of accounting;
- Fluent in English;
- Average knowledge of Word and Excel;
- Detail focus, attention to procedures and guidelines;
- Willingness to learn and obtain new skills and knowledge.

Main responsibilities:

The employee will be involved in the daily operations such as:

- issue invoices from the ERP system;
- communicate the monthly turnovers and input the figures in company's ERP;
- receive the supplier invoices and split the costs on relevant cost centres;
- participate in the service charge reconciliation;
- make payments to suppliers, reconcile cash, bank accounts and reports.

The Junior Accountant will be involved also in some Accounts Payable / Accounts Receivable activities.

We offer:

- Working environment with organizational behavior based on team work and informal relationships
- Knowledge and understanding of processes in dynamic corporate environment
- Independent and responsible work
- Chance to work on your personal and professional growth and development

If you are interested in this opportunity please apply now by sending your CV in English.

Elena Tasheva, Recruitment Consultant, Adecco Bulgaria

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