



ETEM BG is a leading aluminium extrusion company among the most promising ones in Eastern Europe, specializing in the production of profiles for architectural and industrial applications. With production facilities in Sofia – Bulgaria and Greece, and commercial offices in Romania, Ukraine, Serbia, North Macedonia, Albania and Cyprus, ETEM is an international company with exports that exceed 70% of its production capacity and worldwide presence.

ETEM is looking for a qualified candidate to join the Sofia facilities as:

GL Accountant

Key responsibilities:

- Collect, check, scan and resolve discrepancies related to vendors' invoices;
- Perform reconciliations and resolve discrepancies related to payables;
- Prepare daily cash-flow and perform weekly payments;
- Ensure payments are processed in a timely manner;
- Assist the team with the month – end closing process;
- As a part of the Finance team, works closely with the Finance Shared Service Center, Logistics and Supply team;

Required Personal skills and qualifications:

- Priority settings and good time management;
- Good team player;
- Highly detail – oriented and organized;
- Proactive and problem solver;
- Patient but aiming to resolve discrepancies on time;
- Student in Finance, Accounting or Economy with/ without accounting experience;
- Good verbal and written English language skills;
- Knowledge of SAP is an advantage, not a must,;
- Microsoft applications with Excel focus;

We offer:

- Competitive remuneration package;
- Additional health coverage;
- Food and Gift vouchers;
- Sport cards;

To join the Etem`s team please, send us your CV in English on e-mail: sbashliyska@etem.com.

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