

The American Chamber of Commerce in Ukraine is looking for Chief Accountant

Position is available immediately

Main duties

- Responsible for the appropriate functioning of the accounting procedures within the Chamber
- Generate the required accounting (balance sheet, account statement, payroll, etc.), statistical and financial reports and documentation
- Maintain proper accounting records and general finance, vendor and bank files
- Accounting for purchases and accounts payable, fixed assets, inventory, bank transactions
- Extensive invoice processing and preparation of wire transfers
- Responsible for payroll/sick-leave and holiday payments/business trips' expenses/bonuses calculations
- Review and process expense reports according to internal policies
- Liaise with banks
- Develop and control Chamber's tax policy, ensure compliance with local tax legislation and regulations
- Maintain accounting controls by preparing and recommending policies and procedures
- Secure financial information by completing data base backups
- Liaise with the Finance to ensure accordance to GAAP standards
- Represent the Chamber during external audits and controls of regulatory authorities

Employment requirements

- A bachelor's degree in accounting, business administration, economics, commerce or a related field
- Knowledge of accounting software, advanced Excel is required
- Several years of experience in accounting with a Representative Office or NGOs

Essential Skills:

- Exceptional analytical and quantitative problem-solving skills
- Ability to work under pressure and meet deadlines
- Good multitasking capacity
- Strong self-organization and prioritization skills, service-oriented attitude
- Working knowledge of English is advantageous

We offer:

- A competitive position in a dynamic, fast-paced work environment
- Individual and professional growth opportunities
- Competitive remuneration
- Additional benefits, based upon performance, may include full medical insurance, accident life insurance, extra vacation week upon annual review results, etc.

Qualified candidates are expected to send their applications **by October 15, COB** to asemotyuk@chamber.ua

Only shortlisted candidates will be contacted and invited for an interview.