

Multinational company with young team is looking for an

## **Accountant**

### **Tasks to fulfill:**

- Keeping of company's books (booking of invoices, bank statements, inventory, wages, accruals and any other necessary bookings)
- Preparation of statements for controlling (monthly and quarterly closings, data reconciliation, etc.)
- Preparation of management reports, assistance in budget planning
- Monitoring of tasks with deadlines, observation of the deadlines thereof
- Management and control of daily proceeds records
- Supporting of Chief Accountant's work in accordance with his/her instructions
- Keeping in order of letters and other documents handled by him/her
- The observation of effective laws, administrative and internal orders in the course of his/her actions

### **Requirements:**

- Minimum two year experience in similar job
- Upper-Intermediate English language level (spoken and written) - must
- High skills in Microsoft programs, especially in Excel - must
- Knowledge of Exact software-advantage
- Able to work independently and in a team

### **We offer:**

- A great opportunity to gain relevant experience in a fast growing international company
- Multinational and young working environment

Please send CV and salary expectation to the following e-mail address in English:

[szilvia.bedi@cinemacity.hu](mailto:szilvia.bedi@cinemacity.hu)