



FINANCE COORDINATOR

Overview:

We are looking for an experienced Finance Coordinator with a positive attitude, result-oriented mentality and strong financial skills to join our team and work directly with our US based clients.

Key Responsibilities:

- Administer and coordinate all financial systems and processes of the company including general ledgers, internal accounts, accounts payable and accounts receivable, insurance, budget monitoring, and other financial systems and processes as required;
- Monitor and record all cash disbursements, expenditures and receipts of the company, ensuring timely, effective and accurate record keeping,
- Ensure appropriate policies, procedures, and processes with respect to financial transactions;
- Assist, support, counsel and advise the Manager with respect to financial matters, systems and processes;
- Perform month-end and year-end procedures including, but not limited to preparing all month-end reconciliations and year-end working papers for the company's annual audit
- Provide regular reports on all company financial activities as required and directed by the Supervisor including bank balances, cash flow reports, and accounts payable and receivable reports,
- Maintain the confidentiality of the company's financial business and other private information and records;
- Process expense claims.

Qualifications:

- Bachelor Degree in Finance. Master degree would be advantageous;
- Minimum of two years' relevant work experience in finance, mainly dealing with accounts payables and receivables;
- Experience with US mentality working environment would be preferable;
- Fluency in English and Albanian (both in verbal and written);
- Strong MS Office package skills, especially Excel;
- Strong team player;
- Self-driven with a solution-oriented approach;
- Ability to train and supervise others;
- People-oriented and diplomatic approach.

We offer:

Amazing Company Culture | Competitive Market Pay | Top Medical Insurance & Coverage |
Training Programs | Growth Opportunities

If you want to work with an amazing group of people, have fun and gain American working experience, we would like to hear from you. Please apply by sending your CV in English at: careers@adriusgroup.com.

Please note that we will contact only shortlisted candidates. The job will be open until **11 September 2022**. In the subject line, please specify the position you are applying for.