

JOB DESCRIPTION

ACCOUNTANT

Required Qualifications & Experience:

- Minimum of two (2) years of experience in a similar position (mandatory)
- Excellent knowledge of the accounting and inventory software E-Soft (mandatory)
- Strong verbal and written communication skills
- Proven organizational skills and attention to detail
- Ability to work effectively within a team and collaborate
- Very good knowledge of Microsoft Office, with emphasis on Excel
- Excellent command of the Greek language, both written and spoken
- Mandatory proof of GCE degree or equivalent
- Holder of the LCCI Accounting Diploma

Key Responsibilities:

- Reconciliation of supplier statements and management of outstanding balances
- Preparation and execution of monthly payments
- Recording and monitoring of daily banking transactions
- Posting and filing of daily purchase invoices
- Communication and collaboration with suppliers for account settlements
- Maintenance and updating of the general ledger and related records

Working Hours:

Monday, Tuesday, Thursday, Friday: 08:30 – 16:30 & Wednesday: 08:30 – 15:00

13th Salary + Easter Bonus

A competitive remuneration package will be offered, based on qualifications and experience