

Job title

Junior Accountant

Contract Type

Labour contract. Full time. Start date: October 1st, 2017. Initial period is limited to 6 months, with the possibility of extension or turn into an unlimited contract.

Job brief

We are looking for a dynamic, motivated and dedicated person with a minimum experience in accounting to provide support to our Finance Department.

Responsibilities

The job requires working under the direct guidance and supervision of the Chief Accountant, performing the following activities:

- ✓ Ensuring the completeness and accuracy of the accounting documents.
- ✓ Reviewing/ preparing primary accounting documents according to the Romanian compliance regulations.
- ✓ Booking invoices, bank statements, petty cash, expense reports etc. into the accounting system (CIEL V7).
- ✓ Updating accounts payable, perform reconciliations and prepare online payments.
- ✓ Assisting in the preparation of monthly/yearly closings.
- ✓ Tracking and archiving accounting documents.

Requirements

- ✓ Experience in a similar position, preferably min. 1 year.
- ✓ Bachelor's degree in Accounting, preferably from the Academy of Economic Studies - Faculty of Accounting and Management Information Systems.
- ✓ Good understanding of the Romanian GAAP.
- ✓ Minimum knowledge of Romanian fiscal legislation.
- ✓ Excellent organizing abilities.
- ✓ Great attention to detail.
- ✓ Good with numbers and figures and an analytical acumen.
- ✓ Fluency in English (speaking, reading, writing).
- ✓ Excellent knowledge of MS Office.
- ✓ Experience with CIEL V7 is a plus.

Company

Having its head office in Bucharest (Aurel Vlaicu area) and support from a global investment fund, Black Sea Oil & Gas SRL is a growing company with the ambition to become a leading player in the Romanian oil and gas sector.

Contact

If interested, please send your CV in English at office@blackseaog.com before the 15th of August 2017.