



Accounts Receivable Clerk – Part-time, Contract

Business Consulting Group-BCG is an outsourcing company based in Skopje, Macedonia offering various offshore outsourcing services for our North American clients.

For the needs of our client, a Canadian wholesale business, we are looking for an **Accounts Receivable Clerk** to join their finance team on a temporary part-time basis. This role will require direct collaboration with the Client to handle billing, collections and other related duties. The ideal candidate will have excellent English language skills, strong computer proficiency, and outstanding communication abilities. This position is perfect for candidates looking to earn extra income while gaining direct exposure to international accounting practices.

Key Responsibilities:

- Collaborate with the finance team to manage billing and collections processes.
- Handle bank deposits and manage cash flow.
- Monitor aged accounts and conduct effective collection calls.
- Maintain confidentiality and ensure the security of personal and financial information.
- Assist the team with additional finance-related tasks as assigned.

Qualifications:

- Successful completion of an Accounting Diploma or equivalent experience in accounts receivable.
- Minimum of one (1) year of relevant experience

Skills and Competencies:

- Excellent command of English, both written and spoken.
- Proficient in Microsoft Office Suite and other relevant software.
- Strong attention to detail and accuracy in all work.
- Excellent interpersonal and communication skills with a customer service focus.
- Ability to work independently, take initiative, and adapt to changes quickly.
- Proven ability to plan, prioritize, and meet deadlines effectively.

Contract Type: Part-time, Fixed term contract

Monthly Compensation: EUR 700-800 (prorated hourly)

Location: Skopje, Karpos (on-site)

Work Schedule:

- 4-hour shifts, Monday to Friday
- 16:00-20:00 or 18:00-22:00

Interested candidates, please e-mail your resume and cover letter to careers@bcgoutsourcing.com with **AR Clerk** in the subject line.

Only suitable candidates will be contacted for an interview.