



JOB DESCRIPTION FORM

Position:	Accounting & Tax Supervisor
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Organizational Information:	Department:	Finance & Accounting
	Project:	North Macedonia Corridor 8 & 10d Motorway
	Immediate Supervisor:	Deputy Finance & Accounting Manager
	Reporting Position(s):	Accounting Clerks

Summary:	<p>We are seeking an experienced and detail-oriented Accounting & Tax Supervisor to join our team. In this role, you will be responsible for overseeing the organization's financial and tax-related functions. If you possess a strong background in accounting, tax expertise, and exceptional attention to detail, we encourage you to apply for this pivotal position.</p>
Primary Responsibilities:	<p>Monitor and review subcontractor interim payment certificates. Monitor and reconcile account balances to ensure accuracy and completeness. Deliver a full range of tax services in compliance with applicable laws and regulations within specified timeframes. General Ledger adjustments Deliver a full range of tax services in compliance with laws and regulations within timeframe and manage tax payments Perform month-end and year-end close processes Identify and mitigate potential tax risks by staying up-to-date with changing tax laws and regulations. Prepare annual statements (balance sheets and income statements) in line with local accounting regulations and monthly and quarterly statements per internal requirements of the organization. Safeguard the organization's value by maintaining confidentiality of sensitive financial information. Monitor and report on accounting discrepancies</p>

Job Requirements:	Education Level:	Bachelor's Degree
	Discipline:	Business Administration, Finance, or a related field
	Foreign Language:	English (Advanced)
	Computer Skills:	MS Office Applications
	Functional Competencies (Technical Knowledge and Skills):	Certified Public Accountant (CPA), Excellent Analytical skills, Attention to detail
	Experience:	3-5 Years
	Work Conditions:	On-site
	Other:	