



JOB DESCRIPTION FORM

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| Position: | Accounting Clerk |
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| Organizational Information: | Department: | Finance & Accounting |
| | Project: | North Macedonia Corridor 8 & 10d Motorway |
| | Immediate Supervisor: | Finance & Accounting Supervisor |
| | Reporting Position(s): | - |

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| Summary: | <p>This position involves conducting meticulous and accurate work, adhering to established guidelines and procedures. It includes internal and external communication with various stakeholders, such as counterparts, departments, vendors, auditors, and insurance companies. The role primarily focuses on maintaining financial and accounting records, verifying accuracy, preparing reports, and assisting with accounting projects. Basic knowledge of accounting principles and familiarity with business practices are required.</p> |
| Primary Responsibilities: | <p>The work is closely reviewed to ensure accuracy and adherence to established guidelines, procedures, methods, and techniques. Notable items requiring attention are identified and referred to supervisors.</p> <p>Internal contact involves collaborating with counterparts in other Controller groups, as well as engaging with fellow employees on matters related to payroll or personal accounts. Interaction with Procurement and Personnel departments is necessary for handling purchase orders, benefits, and policy areas.</p> <p>Furthermore, there is contact with division project personnel and cost engineering personnel to address billings and obtain financial accounting information.</p> <p>Externally, there is communication with vendors, auditors, banks, workers' compensation insurance companies, and state employment disability offices in relation to payroll matters. The incumbent is responsible for maintaining assigned segments of financial, accounting, timekeeping, or tax records. This includes scrutinizing various recording and reporting documents and summaries to ensure accuracy and compliance with specific functional, corporate, contract, government, or professional accounting requirements. Inconsistencies and errors are pointed out.</p> <p>Preparation or review of routine summary reports, financial statements, or tax returns.</p> <p>Carrying out assigned steps in accounting, systems, or financial analysis.</p> <p>Assisting higher-level accounting projects.</p> <p>Possessing basic knowledge of fundamental theories, principles, and terminology of one or more areas of accounting (payables, receivables, payroll, financial accounting, tax) gained through specialized education and/or work experience.</p> <p>Having general knowledge of basic business practices and fundamental business theories.</p> |

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| 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): | Excellent Analytical skills, Attention to detail |
| | Experience: | 1-3 Years |
| | Job Location: | Gostivar |
| | Other: | |