

Accounting Specialist

BTA Macedonia DOOEL is looking for an **Accounting Specialist** to join our team.

Location: International Airport, Skopje

About the company:

BTA Macedonia, part of the TAV group, is a company providing catering services and operating at airports in Istanbul, Ankara, Izmir, Alanya, Georgia, Tunisia, Latvia, Saudi Arabia, Croatia, and Kazakhstan.

Responsibilities:

- Maintaining electronic archives of stock, expense and sales invoices.
- Managing processes for further recording of expenses and stock invoices.
- Sales invoice preparation.
- Payments preparation.
- Oversight of assets, small inventory and uniform tracking.
- Debit - credit tracking, reconciliation and communication with customers and suppliers.
- AD Hoc excel reports based on request need.
- Assisting the department with month end closings and needs on the go.
- Agreements and annexes preparation for clients and suppliers.
- Document preparation of various kinds for Public Revenue office, National bank etc.

Qualifications:

- Bachelor's degree in Accounting or Finance.
- 3-5 years of experience in accounting.
- Strong knowledge of Macedonian accounting principles.
- Proficiency in English and strong communication skills.
- Ability to work effectively in a multinational company environment.
- Highly self-motivated and driven.
- Enthusiastic and positive attitude.
- Honest and trustworthy.
- Ability to work at a fast pace and meet tight deadlines.

Why Join Us:

- Opportunity to work in a multinational and dynamic environment.
- Competitive salary and benefits package.
- Professional development and growth opportunities.
- A collaborative and supportive team culture.

You can apply by sending your resume to hr.skopje@bta.com.tr, or just clicking the apply button.