

JUNIOR ACCOUNTANT ON FULL TIME IN NEXT GENERATION / 100% REMOTE

Our team in Next Generation Company is growing once again!

We have an open position for a Junior Accountant (bookkeeper) that will be working full time for the US market. Even though we are working exclusively with US clients, our working hours are 10:00 to 18:00 (Macedonia time)

We are looking for a candidate that is experienced, proactive, ready to learn and grow, and will become an important part of our company.

What we offer

- Full-time position that comes with competitive salary that depends on your skills and experience
- Opportunity to gain international accounting experience by working US companies
- Dynamic, friendly and supportive environment that promotes learning and sharing of knowledge
- Professional training with additional company and paid courses to improve your skills
- A dedicated mentor, team member buddy, and professional HR will boost your progress and make your onboarding pleasant.
- Company laptop and 24-inch monitor for equipping your home office.
- Team building trips that we are organizing several times per year

Qualifications

- Excellent English skills (writing, reading and speaking)
- Knowledge of basic financial terms in English (Balance Sheet, Profit & Loss, Accounts Receivable...)
- Bachelor degree in Economics or 3+ years of accounting experience
 - Experience in QBO, Xero or US accounting is a plus
- Communication skills
- Organizational skills
- Proactive mindset
- Good team player
- Basic knowledge and independent navigation in Microsoft Outlook, Google Apps, and Communication Applications (Zoom, Slack, Teams)
- For the evaluation period, you will need a stable internet connection, a separate room from where you can work, and a laptop with at least an i5 processor and 8GB internal memory.

Your daily tasks will include:

- Expense accounting – categorization of checks and expenses
- Recording Supplier invoices
- Processing transfers between the company business accounts
- Customer billing
- Reconciliation of customer payments
- Weekly/Monthly check of clients' Trust accounts
- Weekly check of clients' Undeposited Funds
- Monthly check of Accounts Receivable reports

- Preparing 1099 Vendor Reports
- Uploading/Downloading Bank statements into clients' internal CRM for reconciliation purposes.
- Bank/Credit Card Reconciliation
- Matching Company account balances with Bank Statements

What to expect

Paid learning period of 1 month where a dedicated mentor will help you grow and fit with our team. NextGen is investing in its employees, an HR professional who will monitor your progress and make sure that you're fully reaching your potential. Upon completion of this period, if you fulfill our criterias, you will sign a contract and become a part of the team

Method of application

Send your CV and motivation letter to the following email: hr@nextgencompany.mk and mention Junior Accountant in the subject.

Disclaimer

- Only candidates who meet the required criteria and competencies, and who have a complete application will be contacted
- Candidates in the selection process will be interviewed
- By sending the application, the candidate agrees that it will remain in the company's candidate database
- NextGen is a proud employer that gives equal opportunity to all.