

Job announcement	
Company	ITD Distribucija Doo Skopje
Department	Finance & Accounting
Title	Accountant
<p><b>Introduction:</b></p> <p>An excellent opportunity for you to join a regional leading IT distribution company, part of InfoSoft Group. We are company with 15th years of experience on Macedonian market, dealing with distribution of IT products, paper and graphic materials.</p> <p>In recent years despite the global economic crisis, we have high performance in our operations. Aspiring for high performance while taking into consideration market realities, focusing on punctual distribution process, qualitative relationship with partners, high business ethics, excellent logistics, professionalism and knowledge in sales/management, ITD Distribution has the objective to be a market leader in the IT distribution market in Macedonia.</p> <p>Continued progress and growth of our company is based on the talent and work of our team of 35 professional, ambitious and qualified employees. The continuous staff training with the scope of improving performance, professional development and career advancement through the Company's structure is one of our main concern. Each employee has documented evaluation of performance assessment based on metrics, clear and concrete instructions for fulfilment of the duties, staff motivation for encouraging personal skills and improvement of job efficiency. This is why, in our view, human capital has been and will be our greatest asset.</p>	
<p><b>What You'll Do</b></p> <ul style="list-style-type: none"> <li>• Administration of financial documents in accordance with legal regulations.</li> <li>• Registration on daily basis of invoices and payments.</li> <li>• Maintenance of accounting records and preparation of financial statements, including monthly and annual accounts.</li> <li>• Preparation of VAT and payrolls.</li> <li>• Reconciliation of financial discrepancies by collecting and analyzing accounting information.</li> <li>• Registers the bank transactions and those of the cash register. Controls the documents (cash book and bank's journal), makes a reconciliation with them, and takes care for the exact application of the transaction with the respective documents (sales or expenses invoices, etc.)</li> <li>• Prepares for the banks the information that justifies the transfers abroad (customs declarations, service invoices, etc.)</li> <li>• Maintains the customers' accounts in collaboration with the Sales Department., and reports for their analytical obligations.</li> <li>• Maintains the suppliers/vendors accounts and reconciles with the Logistic Department.</li> </ul>	
<p><b>Job requirements:</b></p> <ul style="list-style-type: none"> <li>• 3+ years' experience in the filed</li> <li>• University degree in Economics, Finance and Accounting</li> </ul>	

- Excellent verbal and written communication skill in English Language;
- Accounting license – will be consider as advantage.
- Excellent knowledge of financial legislative of North Macedonia and International Financial Reporting Standards (IFRS)
- Strong communication and organization skills in order to meet deadlines and follow strict reporting guidelines
- Very good analytic skills in relation of using data and tools to make competition analysis, data analysis and attention to detail.
- Good knowledge of Information Technology, Hardware and Software;
- Ability to operate effectively in a team environment and under pressure;
- Enthusiasm, good human relations skills, and the ability to think independently
- Excellent time management skills
- A strong desire to learn

#### **What you can expect from us**

- Competitive base salary. Statutory benefits also provided in accordance with local laws and practice.
- Great opportunity to join a Balkan wide recognized & market leading company - Infosoft Group is amongst the top IT Distributors with more than 31 years of experience;
- Liberal and enriching environment by working closely with the industry leading vendors;
- Career development and professional challenges, continuous training opportunities as well as attendance in conferences.
- Private health insurance benefits.

Qualified candidates should submit the letter of interest and their CV, to the following email address: [career@itd.mk](mailto:career@itd.mk), with „Subject” indication: **“Accountant”**

**Only qualified candidates will be called on interview.**

**The CV-s must be in English. The closing date for applications is 05.12.2022.**

The personal information that you will submit through your application, will be protected and used only for recruiting purposes, according to the legislation for the protection of personal information, the Law on Personal Data Protection ("Official Gazette of the Republic of Macedonia" No. 7/05, 103/08, 124/08, 124/10, 135/2011, 43/2014 and 153/15).