



JOB DESCRIPTION FORM

Position:	Accounting & Tax Supervisor
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Organizational Information:	Department:	Finance & Accounting
	Project:	North Macedonia Corridor 8 & 10d Motorway Project
	Immediate Supervisor:	Deputy Finance & Accounting Manager
	Reporting Position(s):	None

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:	<ul style="list-style-type: none"> • 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

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