



JOB DESCRIPTION FORM

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

Summary:	<p>We are seeking an experienced and detail-oriented Finance & Accounting Supervisor to join our team. In this role, primarily focusing on maintaining financial and accounting records, verifying accuracy, preparing reports, and response with accounting projects. If you possess a strong background in accounting, finance and exceptional attention to detail, we encourage you to apply for this pivotal position.</p>
Primary Responsibilities:	<p>Ability to analyze financial data and prepare financial reports, statements, and projections Documenting financial processes and presenting progress reports. Monitor and review subcontractor interim payment certificates. Monitor and reconcile account balances to ensure accuracy and completeness. General Ledger adjustments Perform month-end and year-end close processes 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</p>

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:	3-5 Years
	Job Location:	Gostivar
	Other:	