

# Sr. General Ledger Accountant

Location: [Europe & the Middle East] [Albania]

Town/City: Il floor

Category: Finance

Job Type: Open-ended, Full-time

**\*Please submit your CV in English.**

## PURPOSE OF POSITION:

To support transactional processes within the GL department, as detailed in the major responsibilities, as requested by customers, timely and correctly according to Month End and Year End calendar deliverables, by ensuring the compliance of all internal controls, Partnership Finance Manual and General Accounting principles.

## KEY RESPONSIBILITIES:

- Support the implementation of global initiatives, develop and train team members for new migrated/ transitioned processes, if any.
- Manage Fixed asset process.
- Perform Exchange rate calculation and revaluation process.
- Prepare, check and post monthly and quarterly financial reports in the FFR database.
- Review and analyze the details of FFR posted.
- Perform Account Allocation to support the detailed review of FFR.
- Prepare and send a variety of reports, as needed by customers.
- Maintenance of SOPs and flow charts of GL processes.

- Analyze and Update NOs chart of accounts according with Field Financial Manual.

#### **KNOWLEDGE, SKILLS & ABILITIES:**

- Bachelor's degree with a major in accounting, finance, or business administration.
- Functional knowledge of accounting processes, period-end closing and financial analysis & reporting.
- Good command of written and spoken business English.
- Flexibility and ability to work on different aspects of the general ledger.
- A good knowledge of best practices within a project accounting environment and how to drive performance through better behaviors.
- Ability to perform and direct root cause analysis over various aspects of performance.
- Knowledge of technology; including data structure, analysis codes and business rules.
- Familiarity with multidimensional reporting concepts and structures.
- Demonstrated strong work ethic and flexible hours as needed; ability to drive results and meet strict deadlines.
- High knowledge and understanding of Generally Accepted Accounting Principles (GAAP) including internal controls principles.
- At least three or more years of experience in General Ledger activities.
- Ability to work in a team environment.
- Knowledge on continuous improvements / automation.
- Certified Public Accountant preferred.
- Six Sigma certification preferred (yellow or green belt).

#### ***Preferred:***

- Good analysis skills.
- Practical problem solving skills.
- Ability to work independently and collaborate with other team members.
- Flexibility to changing situations.
- Pro-active and innovative with ideas to improve processes/ services.