

Romania Jobs Expertini®

Accounting Specialist | Cluj Office

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Company: CODESPRING

Location: Cluj-Napoca

Category: office-and-administrative-support

Accounting Specialist job for our Cluj- Napoca (Kolozsvár) office, available now at Codespring | Softech, the 25+ years old software development award-winning team from Transylvania! We are a strong community of software development professionals delivering full software development lifecycle for leading global tech companies and business organizations. The wealthiness of professional roles and the company culture are centered on providing you a healthy work-life balance and the chance to own your career.

About the Account Specialist Role in Our Cluj Office

The Accounting Specialist in Cluj office is part of the Accounting & Finance Department and will be responsible for directly implementing accounting & finance operations. We are searching for a dynamic, fast learner colleague, who is excellent with handling various administrative tasks.

The person fulfilling this role must effectively communicate and collaborate with all departments (Executive Board, HR, Accounting & Finance, Marketing, IT, Software Development).

Main Responsibilities

Primary Bookkeeping

Verifying the compliance of supporting documents and documentary evidence

Preparing and entering records in the cash register

Examination and recording of travel and expenses accounts

Maintaining accuracy of issued documents

Verifying the concordance between the master account record entries and the supporting documents

Handling specialized communications with the administrative departments of our suppliers

Organizing, scanning and archive of financial and accounting documents

Effective collaboration with all administrative departments, namely the HR department

Experience Expected For This Role:

Excellent user of MS Office (Excel, Word, Outlook)

Experience in using SAGA C

Previous experience in the field of finance & accounting and with administrative work

Required Languages For Account Specialist in Cluj Office

Advanced Hungarian and Romanian

Intermediate English, is welcome but not mandatory

Key Competencies

Attention to details

Spreadsheet proficiency

Accuracy

Clear and concise communication

Integrity and trust

Reporting skills

Excellent interpersonal skills

Your Life At Codespring Matters

We value your work-life balance a lot, therefore the company offers diverse possibilities to fine tune your professional and personal life:

The working hours are flexible

The justified overtime is rewarded accordingly

The holidays are respected

Unexpected situations and events are handled with a human touch

Your health and well-being is a top priority since we are in the brain-powered business sector. At Codespring you will enjoy:

Private medical insurance package

Team sports

Your lifelong learning is the key to the team's continuous development. At Codespring | Softech you will have the chance to attend:

Specialized trainings as per your needs

Professional courses and seminars

Soft skills trainings provided by our certified trainers

English classes

Codespring is a growing community who gets stronger through work and common interests based relationships. That is why we support:

Project team logouts

Team buildings

Company days

Family oriented events

Sport events participation

Your family is important that is why we support our colleagues with specific family oriented programs:

New born welcome bonus and gift

Annual school start pack for each kid

Christmas gifts for children

Family reward on the occasion of your round anniversaries at Codespring | Softech

Family events (parties, trips, gatherings)

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