

## **Administration & Accounting Officer (Ref. accof-u)**

### **Purpose**

We are currently seeking to recruit a competent professional to join our Accounting Department team.

As Administration & Accounting Officer will be responsible for:

### **Role & Responsibilities**

- Performing the reconciliation of accounting books, costing & tax themes
- Executing account payable functions including data entry, filing and general accounting duties
- Controlling General & Warehouse Ledger postings
- Participating in the monthly accounting requirements
- Reviewing & monitor expenses and expense reports

### **Skills & Qualifications**

- Bachelor's degree in Accounting or Economics
- Minimum 2 years' work experience in Accounting Dept.
- Familiarity with General Accounting principles and excellent knowledge of Greek Accounting Standards
- Very good knowledge and experience of Accounting and/or ERP systems
- Excellent MS Office skills
- Very good knowledge of EXCEL including use of macros and pivot tables
- Fluency in English
- Good analytical skills and attention to detail
- Ability to work as part of a team

### **We Offer**

- Excellent working environment (5 National & 1 Europe Best Workplaces Awards)
- Ongoing training
- Private medical insurance

To apply please forward your CV to [jobs@datacomm.gr](mailto:jobs@datacomm.gr) (quoting the code: **accof-u**)