

Tirana International Airport SHPK (TIA) is seeking to hire a

PAYMENT SPECIALIST

who will report to the Accounting and Treasury Director of the company.

Main tasks and responsibilities of the position:

(for indicative purposes only. The responsibilities listed below can be subject of change upon recruitment)

- Administer the payment process (prepare documents, follow their approval, initiate payment, check their execution with the bank)
- Check invoices to ensure compliance with fiscal and legal provisions and report any non-compliance to the Tax Specialist
- Responsible for checking the main TIA bank account and taking all necessary measures to ensure that there are funds to execute payments
- Responsible for getting TIA bank account customer position at the end of the month and reconciling with the treasury report
- Responsible for preparing the report of all accounts payable in collaboration with the accountant in charge at the end of each month
- Maintain and help keep in order the department's files and properly allocate them in the department's archive
- Assist the other specialists of the department on their everyday work by gathering and preparing basic information on excel worksheets

Requirements of the position:

- University Degree (preferably in Finance/Accounting or related field)
- Six months of working experience in related job responsibilities (preferred)
- Familiar with financial software and with Microsoft Office software
- Ability to work effectively as part of a team
- Strong verbal and written communication skills
- Relationship management and interpersonal skills
- Fluent in English language
- Ability to prioritize work and meet deadlines
- Accurate and able to handle detailed work

To apply for the above mentioned position the applicants should fulfill the Application Form, which can be found in the following website: www.tirana-airport.com, and submit it together with a recent CV in the following address: jobs@tirana-airport.com, or to the reception of the Administration Building (Rinas).

Closing date for application is **April 13th 2021**

Human Resources Department will contact only candidates selected from the documentation screening.

Tirana International Airport SHPK