

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

ACCOUNTING 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)

1. Responsible for recording general and administrative expenses, personnel costs, amortizations and depreciations expenses (IFRS) and financial expenses
2. Responsible for performing daily entries to ledger accounts
3. Responsible for the maintenance of depreciation and amortization files
4. Responsible for the maintenance of debtors and creditors in the accounting software
5. Responsible for performing reconciliations of:
 - suppliers' open positions
 - assets registered with procurement office
 - inputted software transactions with tax file books prepared by tax specialist
6. Responsible for the evaluation and recording of VAT, and registering the withholding tax
7. Responsible for preparing periodic (weekly treasury, aging reports, etc.) and other required reports
8. Responsible to provide input for financial statements' preparation
9. Assist in department's budget preparation

Other tasks and responsibilities related to the position:

10. Responsible for administering the billing process and issuing invoices for airlines, charters, commercial customers, and ensuring correct invoicing in compliance with TIA policies and the services provided
11. Responsible for performing controls of agent transactions related to cargo services
12. Responsible for calculating incentives for airline customers
13. Responsible for calculating interest fees for late payments of clients
14. Responsible for following up collection of receivables, and reconciling the outstanding balance with customers
15. Responsible for administering TIA's petty cash
16. Responsible for performing reconciliations of:
 - outstanding balance of airline customers
 - cargo services
 - bank statements and accounts balance
17. Responsible for preparing respective reports and reconcile with Albanian state authorities (DPAC, ANTA, INSTAT, etc.)

Requirements of the position:

- University Degree in Finance/Accounting/Business Informatics
- General knowledge of Albanian accounting systems and tax legislation

- At least six years of working experience in related job responsibilities
- Familiar with financial software
- Very good knowledge of Microsoft Office package especially Excel
- Fluent in English language
- Able to work effectively as part of a team
- Able to prepare quality reports, accurate and able to handle detailed work
- Able to prioritize work and meet deadlines

To apply for the above mentioned position the applicants should complete 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: human-resources@tirana-airport.com, or to the reception of the Administration Building (Rinas).

Closing date for application is **18 November 2021**

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