

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)

- Responsible for performing daily entries to ledger accounts.
- Responsible for the maintenance of debtors and creditors in the accounting software.
- 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.
- Responsible for performing controls of agent transactions related to cargo services.
- Responsible for calculating interest fees for late payments of clients.
- Responsible for following up collection of receivables, and reconciling the outstanding balance with customers.
- Responsible for performing reconciliations of:
 - inputted software transactions with tax file books prepared by tax specialist
 - cargo services
 - bank statements and accounts balance.
- Responsible for preparing different periodic reports (i.e. aging reports, etc.).
- Responsible for related responsibilities as assigned by ATD Director.

Requirements of the position:

- University Degree in Finance/Accounting or related field
- Knowledge of Albanian accounting systems and tax legislation
- At least one year of working experience in related job responsibilities
- Familiar with financial software
- Adept at Microsoft Office software
- Ability to work effectively as part of a team
- Accurate and able to handle detailed work
- Analytical and numerical skills
- Strong verbal and written communication skills
- Fluent in English language
- Ability to prioritize work and meet deadlines
- Ability to prepare quality reports
- Honest, reliable, and with integrity

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: jobs@tirana-airport.com, or to the reception of the Administration Building (Rinas).

Closing date of the application is **31 January 2023**

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

Tirana International Airport SHPK

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