

Connect Ads is NOW HIRING!

Senior Accountant

Milan, Italy

Looking for a detail-oriented senior accountant to perform and coordinate accounting duties including preparing financial reports, performing account reconciliations, maintaining the general ledger, preparing tax returns, assisting with audit preparations, and performing other accounting duties as assigned.

Roles & Responsibilities

Accounts reconciliations

- Review the safe balance report and ensure it matches the records and conduct the necessary reconciliation by checking each transaction and reviewing the invoices if required
- Conduct Monthly bank accounts reconciliation by reviewing Connect Ads bank accounts, checking balances against ledger amounts and verify against financial statement items
- Review bank accounts transactions and ensure foreign and local accounts are accurately registered; conduct reconciliation as required

Handle Petty Cash

- Review and process petty cash advances & settlements
- Support Inventory manager in the Quarter stock count
- Review and check all vendors invoices and payments to avoid any duplication

Monthly closure reporting

- Accrue all the recognized expenses monthly and generate reports accordingly
- Calculate the Asset's Depreciation, record the data and prepare monthly report

Account Receivable records

- Oversees accounts receivable activities involving tracing sources of error, correcting billing records, processing final billings, reconciling errors, accuracy of charges on customer's bills, investigating, granting, and controlling credit, and in collecting accounts due, maintenance of accounts receivable ledger, and adjustment of customer claims.

Customer Credit

- Follow up with Collection and sales teams for collecting balances from customers
- Maintain and reconcile customers' accounts in respect to credit terms and discounts according to contracts, company policies and accounting standards
- Investigate credit standing of new customers, arrange terms of payment, and follow up on collection of accounts

Requirements

- Bachelor degree in Accounting & Finance is preferable
- 5 years of experience in Accounting
- English Speaker
- Nationality: Italian
- Experience with general ledger functions and the month-end/year-end close process
- Good financial knowledge and tax techniques
- Ability to prioritize work and coordinate with multifunctional teams
- Advanced MS Excel skills & accounting software

To apply, send your CV to careers@connectads.com with the job title in subject line.