

JOB ADVERT

Section A: Job Details			
Job Title	Accounting & Finance associate		
Department	Finance	Location	Tisovci, Vareš
Country / State	Bosnia and Herzegovina	Province / Location	Federation B&H, Zenicko-dobojski Canton
Job Posting Open Date	16/10/2023	Job Posting End Date	31/10/2023

ABOUT ADRIATIC METALS BH D.O.O.

We value a diverse and motivated workforce that thrives on seeking responsibility for excellence.

Adriatic Metals BH d.o.o. is committed to building a working environment that is secure, fair, and diverse and a culture that fosters leadership and allows every person to contribute and realize their potential. Sound employment practices are crucial to developing a workforce with the necessary skills and qualities to support a successful, ethical, and responsible business. Diversity is celebrated and encouraged.

ABOUT THE ROLE

Main responsibilities are:

- Processing bank payments in e-banking system
- Bank account and credit card reconciliation and posting
- Preparing payment runs
- Assisting in payroll calculation and processing including timesheet, travel expense, sick leave, loans deduction checks
- Withholding tax calculation and submission to tax authorities including payment
- Submitting necessary documentation to Ministry of Finance (intercompany loans, capital raise etc)
- Temporary contracts calculation, tax submission and payment
- Liaising with internal staff to produce POs timely and accurate
- Liaising with Auditors to provide timely and accurate documentation for audit process
- Direct CF report prepared and timely submitted to the Group
- Support Senior Accountant & GL Accountant as required

ABOUT YOU

The successful candidate will ideally possess the following:

- Bachelor's degree in accounting, finance, or a related field preferred.
- 3+ years of accounting and/or relevant finance experience.
- Knowledge of English language at least B1
- Working knowledge of accounting principles and practices.
- Working knowledge of relevant state, federal, and local regulations.

ABOUT OUR PROCESS

At Adriatic Metals BH d.o.o., we are committed to employing individuals who align with the company values and meet the role requirements. Therefore, as part of the recruitment process, several checks may be conducted to demonstrate an applicant's suitability for a role, including police/criminal background checks, medical, due diligence checks, right-to-work checks, occupational assessments, and/or reference checks.

HOW TO APPLY

To apply for this role, please send a copy of your CV clearly indicating the name of the role, to posao@easternmining.ba.