



Assistant Accountant

Paralos Energy, an energy projects construction company is currently looking for an **Assistant Accountant** to be a vital part of our team. As an Assistant Accountant, you will report to the Accounting & Finance Manager and you will be supporting all aspects of controlling and accounting, assisting with the coordination of activities between Operational Controlling and Business Finance, performing accounting activities to the respective market, as well as supporting the core finance processes.

Responsibilities:

- Support the monitoring & execution of daily/weekly/monthly accounting tasks and procedures
- Participate in the registration of invoices and other documents in the company's ERP system
- Collect invoices, expenses, etc. and compile the consolidated statements of documentation
- Assist with the monthly accounting process and account reconciliations
- Manage accounts receivable and accounts payable
- Execute and assist with monthly closings and preparation of financial statements and reports
- Develop and maintain an accounting filing system

Qualifications:

- Bachelor's Degree in Accounting or a related field of study
- At least 2 years of relevant work experience in Accounting - Understanding of the accounting cycle operations as a whole
- Experience in ERP Systems (Knowledge of Entersoft Expert will be highly appreciated)
- Excellent knowledge of MS Office (with emphasis on Excel)
- Excellent written and verbal knowledge in both Greek and English language
- Knowledge of other languages will be considered as a plus
- Organizational & time management skills

Competences:

- Great at multitasking and prioritizing daily workload
- Strong communication and interpersonal skills
- Analytical thinker and results-oriented
- Team mentality
- Adaptability, a positive and “can do” attitude
- Trustworthy with attention to confidentiality

We look forward to receiving your application via our online form.

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