

Coordinated Auction Office in South East Europe (hereinafter **SEE CAO**) invites candidates to apply for the position of:

<b>ACCOUNTANT</b>	
Place of work:	Podgorica, Montenegro
Duration of employment:	3 months with possibility of extension
Working hours:	40 hours per week (full time)
Starting date:	4 January 2021
Other information to be provided by SEE CAO during the interviews with eligible candidates	

In order to be eligible, the candidates for the position must meet the following criteria:

- University degree in economics;
- Accounting certificate;
- Non-existence of obstacles for employment as envisaged in Art. 20 of the Montenegrin Law on employment referring to general working ability and general health ability;
- Adequate experience for the work position in question (more information on job tasks given below);
- Professional fluency in English;
- Good oral and written communication skills;
- Ability to work in multinational environment and team work skills;
- Ability to manage processes, maintain records, interpret a wide variety of data and identify/resolve problems;
- Effective organizational skills and ability to handle work in efficient and timely manner.

Candidates must submit a curriculum vitae in Europass form together with the motivation letter on a one-page document.

Applications with supporting documentation should be submitted to the following mail address: [employment@seecao.com](mailto:employment@seecao.com)

The deadline for submission of applications is **23 December 4pm**.

## Tasks of Accountant:

- Accounting for company;
- Calculation of salaries, work for hire contracts, BoD member fees;
- Preparation of IOPPD form for salary payment and VAT statement;
- Preparation of request for return of overpaid contributions;
- Bookkeeping of invoices from suppliers;
- Bookkeeping of auction process documents (invoices, credit notes, deposits, TSO invoices, etc.);
- Bookkeeping of service fee invoices, gyro and international accounts;
- All other bookkeeping in accordance with company documentation;
- Reporting on company's accounts (gyro and international);
- Monitoring and payment of all operational costs;
- Execution of payments;
- Communication and cooperation with tax authorities;
- Communication with suppliers;
- Cooperation with Banks regarding company operational issues;
- Preparation of payment orders for traders and TSOs;
- Preparation of deposit invoices;
- Preparation and sending of service fee invoices in cooperation with Auctions department;
- Preparation of traders, TSOs, deposit, service fee payments reports.