

# JOB OFFER @



## ACCOUNTING ASSISTANT

### Job Description

JOB TODAY, Europe's leading mobile hiring app that helps businesses find staff within 24 hours, is looking for an Accounting Assistant. In the short time since launching in 2015, the company has attracted two hundred thousand employers, processed over 30 million job applications, and brought on board world-class investors such as Accel, Mangrove, Felix, and Flint. We're at the top of the app charts and we're making progress towards our dream: building a place where 100 million people come every single day to make their lives better.

### What you will do

- Prepare, verify, and process invoices for sales
- Reconcile the bank account transactions (accounts receivable/payable)
- Collect on accounts by sending invoice reminders and communication with sales team, customer support team, customers via phone, email etc
- Post transactions into the general ledger or accounting software
- Reconcile the accounts receivable against revenue reports and book Revenue provisions & deferrals to the General Ledger
- Back up other members of accounting team on daily tasks and processes

## **What you should have to land the job (today)**

- Proven experience as a junior accountant
- Excellent organizing abilities
- Great attention to detail
- Good with numbers and figures and an analytical acumen
- Good understanding of accounting and financial reporting principles and practices
- Fluent in English

## **Why you should join us**

- You'll be part of an international team building an exciting product with proven traction across multiple territories
- You'll be part of a growing team and company, looking to make a real difference and be fabulously successful in the process
- You'll be proud of your work, helping millions of people find jobs within 24 hours!
- You'll get a competitive compensation package
- You'll get to work in Luxembourg, an amazing country nestled between Belgium, France and Germany that's great for families, outdoor enthusiasts, foodies, people who enjoy shorter commutes, Europhiles, and everyone in between. Visa sponsorship is a possibility for the right candidates.

## **When can you start**

Please apply via LinkedIn or send your CV to [ivana@jobtoday.com](mailto:ivana@jobtoday.com)

<https://www.linkedin.com/jobs/view/256237775/>

Direct candidates only, please

[www.jobtoday.com](http://www.jobtoday.com)