

## Accountant Assistant/Bookkeeper

Вінниця, Україна

Vitaver & Associates, Inc. ("V&A") is a professional staffing company, based in Boca Raton, Florida since 1993. We provide a full array of comprehensive solutions including searching, screening and recruiting for contract, permanent, junior, senior and executive-level positions for over 50 big corporations as well as government organizations across the US.

V&A is currently seeking an Accountant Assistant/Bookkeeper to join our highly dynamic and progressive team in Ukraine to work with payroll administration for our US- and Ukraine-based contractors and employees.

Responsibilities:

- Prepare and process biweekly payroll for employees and contractors
- Review and ensure accuracy of approved timesheets
- Ensures purchase orders, timesheets and invoices are matched
- Coordinate efforts between payroll and human resources departments to ensure proper flow and maintenance of employee data
- Other general accounting duties as assigned

Requirements:

- Intermediate English
- Availability to work either from 3 pm till midnight Kyiv time (8 am – 5 pm EST) or from 12 pm till 9 pm Kyiv time
- Quiet home office and a personal laptop (we cover the internet fee)
- Excellent skills using MS Word, Excel, Access, and Internet Explorer

To be considered for this position, please apply on our website: <http://www.vitaver.com/vacancy.php?id=4c9ca10481a&cat=19>

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Price: Договірна

Тип оголошення:  
Послуги, пропону

Торг: --

**Vitaver & Associates, Inc. Vitaver  
& Associates, Inc.**

**954 376 8412**