

Company: iTechArt-group company

Vacancy name: Junior Accountant

City: Łódź

HR: Volha Novikava; e-mail: Volha.novikava@itechart-group.com

Conditions: full time work (40 h/week); office/ hybrid format.

What will you be responsible for?*

- Business trip reports
- Booking of expenses made by company cards
- Booking of bank statements
- Administrative tasks related to documentation flow

What skills should you have?*

- Completed accounting course (1st degree) conducted by the Association of Accountants in Poland or an accounting student
- Experience in accounting would be appreciated
- Proficiency in English (Intermediate level and above)