

HUNDRED CJSC

Title: Finance Specialist

Intended Audience: All interested candidates

Duration: Permanent contract with three months of probation period

Location: 15 Khorenatsi Street, Elite Plaza Business Center

Job Description

Hundred CJSC is looking for a Junior Finance Specialist. The position provides prime opportunity to learn marketable skills in finance / accounting and become a member of an incredible corporate culture.

Responsibilities

- Daily and accurate submission of issued documents
- Internal review of work performed for accuracy and timeliness
- Daily update of submission tracker
- Daily comparison of tracker vs “Daily Summary” from the “Company” for completeness
- Weekly reconciliation of data received, submitted and added to tracker to ensure completeness
- Weekly communication of submission tracker to the “Company”
- Reconciliation and fixing of identified errors in a timely manner

Required Qualifications

- 1-3 years of experience in bookkeeping or accounting positions
- Bachelor’s degree in Economics, Finance, Applied Mathematics or Statistics
- Proficiency in English is a must
- Microsoft Excel, knowledge
- Detail-oriented, motivated and with excellent team spirit
- Excellent communication and interpersonal skills

Salary: Starting salary of AMD 120,000 / month, net.

Application procedures: Interested candidates are welcome to submit their CV to hr@hundred.am indicating the position title "Finance Specialist" in the subject line of the email.