**JOB VACANCY: GENERAL ACCOUNTANT – PELASGIA CITY**

INDEVCO Group in Greece [www.indevcogroup.com](http://www.indevcogroup.com) is looking for a General Accountant for one of its companies in Pelasgia city to handle and control Banks reconciliations, Tax filing requirements, posting expenses invoices to accounting system.

**Job Requirements:**

- Bachelor degree in Economics or Accounting

- 5 years’ experience in accounting department

- Proficient in English language (written and spoken)

- Proficient user of Microsoft Office and ERP systems

- Knowledge of Greek Tax Legislation

- Knowledge of IFRS - American Gaap

- Greek resident

**Duties:**

- Post Journal entry for general expenses, services, and fixed assets

- Take provisions for expenses based on adequate analysis and study of the relevant expense element

- Ensure proper bank reconciliation

- Prepare tax declaration forms and submission to tax authorities Taxisnet (VAT, withholding payroll tax, interest tax, third party withholding tax…)

- Control, monitor, and check all expenses posted in system

Interested candidates can send their CVs to [antoine.akl@indevcogroup.com](mailto:antoine.akl@indevcogroup.com)