

OOO Rufil Consulting
Ul. Bolshaya Dmitrovka 23/1, 125009 Moscow, Russia

OOO Rufil Consulting

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Telephone: +7 (495) 221 26 65
Internet: <https://rufil-consulting.com/>

(If you have any questions, please directly consult
your designated contact person)

Subject: Job Advertisement for an Accountant/ Assistant of Accountant in Moscow

WHO WE ARE: Rufil Russia Consulting is an international One-Stop-Service Agency in Moscow! Our core competencies are legal, services, tax consulting, business consulting and accounting outsourcing everywhere in Russia. Lawyers, tax advisors, chief accountants, auditors and business consultants from Russia and Germany work in our Moscow office. Our working languages are English, Russian and German.

OUR VISION: “We support international business in Russia and create better quality of life for our customers, employees and investors.

OUR TEAM: With our Moscow team consisting of tax experts, international business consultants and management consultants with international specialization, as well as highly qualified jurists, local accountants, auditors and experts in International Finance Reporting (IFRS, US GAAP, Swiss GAAP, HGB, Russian Accounting Standards, RAS) we solve all questions of our clients regarding their business in Moscow.

To support our office in Moscow, we are currently looking for an Assistant of Accountant in Moscow

TASKS AND RESPONSIBILITIES

- ✓ Interaction with the bank: preparing payment orders, posting bank statements, interacting with the bank on all issues.
- ✓ Interaction with suppliers: outgoing and incoming primary documents, control of the Akt of reconciliation, control of the closing documents package.
- ✓ Bookkeeping of primary documents (Act of acceptance, Schet-faktura, Nakladnaya etc.)

- ✓ Improvement of the documents' storage hard copy and digitally.
- ✓ Interaction with customers on the current issues regarding the invoices, payment bank transactions, primary documents issuing.
- ✓ Ad hock reports for the Senior accountant.

YOUR PROFILE

- ✓ Experience in accounting for more than 2 years, as an assistant of accountant or assistant to the Chief Accountant.
- ✓ Basic Knowledge of accounting and tax legislation, including Accounting standards Laws, Tax Code, Labor Code;
- ✓ Knowledge of the rules and requirements for the preparation of primary documents.
- ✓ Experience in managing fixed assets, inventory items, goods, cash register, bank, suppliers, customers, advance reports.
- ✓ Experience with invoicing process
- ✓ Practical experience in working with primary documentation, including its reception, verification, processing and inclusion in 1C .
- ✓ Knowledge of software in use or being able to catch up with it in a short time: 1C Bukhgalteria 8.3., 1C ZUP 8.3. redaktsia 3.1., SBIS Operator, 1C System Consultant Plus and extensive knowledge of financial reporting software.
- ✓ Knowledge of the MS Office package.
- ✓ English, and Russian fluent spoken and written.

PERSONAL SKILLS

- ✓ Accuracy and punctuality.
- ✓ Fast learning ability.
- ✓ Ability to work with large scope of information.
- ✓ Attention to detail and stress tolerance.
- ✓ Disciplined.
- ✓ Goodwill and non-conflict.
- ✓ Good analytical skills.
- ✓ Desire to grow and develop in the international environment.

WE OFFER:

- ✓ Pleasant working environment.
- ✓ Excellent team.
- ✓ Interesting and challenging work.
- ✓ Salary as to your skills, qualification and working experience.
- ✓ Good opportunities for promotion and personal development.

If you fulfill our requirements and are interested in this job offer, we should talk about it.

Please send us your application via email to gaetskaya@rufil-consulting.com . Your contact person is Larisa Gaetskaya, Head of Accounting Department.

Best regards,

Larisa Gaetskaya/ Financial Controller/ Head of Accounting Department