



Junior Accountant

Adastra Group (www.adastragr.com) is a leading provider of Information Management solutions to global Fortune 1000 companies. One of Canada's 50 Best Managed companies, Adastra has over 800 employees worldwide with headquarters in Canada and the Czech Republic and offices in Russia, Germany, Slovakia and Bulgaria.

Adastra Bulgaria (www.bg.adastragr.com) was founded in the year 2008 and currently has two offices in the cities of Sofia and Varna. Our portfolio includes various projects in the areas of Data Warehousing, Business Intelligence, Data Integration and Master Data Management for large clients, such as Bank of Montreal, Deutsche Bank, and Volkswagen.

Due to Adastra's business activity expansion we now have an open full time position for a Junior accountant, based in our office in Sofia, Bulgaria.

Accountabilities and activities:

- Sorting and verifying accuracy of primary accounting documents
- Processing and posting of primary accounting documents
- Assisting members of Finance department in activities related to the operational accounting
- Maintaining financial files and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines

Required skills and qualifications:

- At least 1 year experience in a similar position
- University diploma in Accounting and Control, Finance, Economics or other related field
- Working knowledge of English language (spoken and written)
- Good computer literacy – MS Office package
- Experience with accounting software (experience with MS Dynamics AX or a similar ERP system will be considered as an advantage)
- Ability to respect and keep confidential information
- Good organizational skills
- High sense of loyalty and responsibility

In return Adastra offers:

- International working standards, company culture based on personal esteem and collaboration
- Friendly working environment and supportive colleagues
- Competitive Benefit plan
- Successful referral program

To apply for the above position, please send your resume in English to jobsbg@adastragr.com. We thank all interested applicants, but will only contact a short list of them.

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