



**UNIVERSITY AMERICAN COLLEGE SKOPJE
IS LOOKING FOR AN ACCOUNTANT**

We are expanding our team!

JOB DESCRIPTION

- Accounting, recording of accounting transactions and preparation of payment orders
- Preparation and closing of annual and consolidated financial statements and reports
- Preparation of financial and management reports
- Ensuring accurate and timely accounting records and financial documentation
- Reconciliation of bank accounts, customer, and supplier balances
- Monitoring of accounts payable and accounts receivable
- Preparation and review of accounting documentation and supporting records
- Ensuring compliance with applicable accounting standards, tax regulations, and internal procedures
- Cooperation with internal departments regarding accounting and financial matters
- Providing support during internal and external audits
- Identifying and resolving accounting discrepancies and financial reporting issues
- Participation and support in the student enrollment process
- Performing other accounting and financial tasks as required

REQUIREMENTS

- At least Bachelor's Degree (UACS Alumni have an advantage over other candidates)
- Proficiency in English
- 5+ years of experience in the field
- Licensed Certified Accountant will be considered an advantage
- Ability to multitask and manage multiple priorities in a dynamic work environment
- Proficiency in Microsoft Office, particularly Word, Excel and Outlook
- Strong organizational and communication skills
- The ability for Teamwork and collaboration
- Professionalism and strong work ethic
- Flexibility and adaptability to changing work demands

CONDITIONS

- **Job Type:** Full-Time
- **Working Hours:** Monday-Friday, 08:00-16:00 or 09:00-17:00
- **Days Off:** Saturday, Sunday and public holidays
- **Duration of Contract:** 12 months, with possibility of extension
- **Vacation Days:** Minimum 20 working days per year (the number is determined according to the Macedonian Labor Law)

WE OFFER

- Friendly and positive working environment that fosters collaboration and creativity
- Additional 7 working days for sick leave
- Winter Break
- Regular team – building activities and social events
- Sportmaster membership
- Business Formal Dress Code, in accordance with internal regulations, with a dedicated budget for business attire
- Professional Development opportunities, including participation in trainings, seminars, workshops, courses, etc., covered by UACS)

Send your CV to hr@uacs.edu.mk
Application deadline: September 30, 2026