



Accounting intern

Spaxel owns, operates, and develops real estate projects leveraging technology & innovative operating models to create distinctive residences.

We are a young and lean team. In Prishtine we employ a centralized back-office handling tenant support, marketing, leasing, procurement, accounting, IT, interior design, and architecture.

Our Prishtina talent has years of experience in residential and commercial real estate development and operations. Extended time-zone working hours allow us to effectively respond to issues around the clock. Our young and energetic team manages our properties, people, tenants, and vendors digitally and our deployed technology allows us to run operations smoothly.

Job Summary

The Accounting Intern is responsible for downloading the invoices and booking them in our accounting software and assisting the team members of accounting in their daily tasks as needed.

Key Responsibilities

- Download invoices from utility websites and book them in our accounting software.
- Assemble invoices to be completed for payment.
- Process payment of utilities online using bank account info of each property
- File all invoices accordingly.
- Be willing to assist other team members on daily tasks whenever needed.

Job Requirements

- Third year student in either Banking Finance and Accounting or Business Management and Administration.
- Advanced level of written and spoken English proficiency.
- Excellent organizational and reporting skills.
- Excellent verbal and written communication skills.
- Availability to work Monday to Friday from 14:30 to 23:00.



Figures

- **Position:** Accounting Intern
- **Location:** Prishtinë
- **Salary** In compliance with Kosovo Labor Law
- **Contract:** In compliance with Kosovo Labor Law
- **Deadline:** 20.11.2023

What we offer

- An American experience in Kosovo
- Fast paced and dynamic environment with a young and talented team
- On the job training and opportunities for career development
- Hot and cold beverages
- Relaxation spaces and a game room
- Company socials and work parties
- Paid time off as per Kosovo Laws

Instructions for applying.

Applicants should send their CV in English to careers@spaxel.com.

In the subject line, please specify the position you are applying for “Accounting Intern”.

Spaxel will contact only short-listed candidates.