



2x Junior Accountant

Spaxel owns, operates, and develops distinctive real estate projects with a focus on value-add and new construction affordable and moderate-income housing. Spaxel leverages best-in-class, bleeding-edge technology and innovative operating models to execute faster, smarter, and more efficiently than traditional operators.

Spaxel's executive leadership has collectively raised and managed billions of dollars across the capital stack and developed and operated millions of square feet of residential and commercial assets with extensive ground-up, repositioning, and value-add experience.

Our principals also hail from top-tier technology companies, venture capital firms, and tech-enabled real estate operators, enabling Spaxel to be one of the most "digitally-native" firms within the real estate industry.

Key Responsibilities

- Book/maintain accounts payable for separate entities
- Assemble bills to be completed for payment
- Process payments
- Maintain vendor ledger, communicate regularly with each vendor
- File all invoices/documents accordingly
- Reconcile bank accounts and credit cards on daily basis
- Be willing to assist other team members on daily tasks whenever needed

Job requirements

- Bachelor's/Master's degree in either Banking Finance and Accounting, Accounting and Business Management Administration.
- SCAAK is preferable.
- Advanced level of written and spoken English proficiency.
- Must possess intercultural skills and demonstrate the ability to effectively work with all levels of company personnel.
- Excellent organizational and reporting skills.
- Availability to work from 14:30 to 23:00.
- Excellent verbal and written communication skills, strong analytical and problem-solving skills.
- The ability to work under pressure and tight deadlines.
- Knowledgeable with Microsoft Office package & project management tools.

What we offer:



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

Figures

Position: Junior Accountant

Location: Prishtine

Deadline: 15.09.2024

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 “Junior Accountant”. Spaxel will contact only short-listed candidates.