



Junior Accountant

About Spaxel

Spaxel is a forward-thinking real estate company that owns, operates, and develops innovative residential projects. By leveraging cutting-edge technology and modern operational models, we create distinctive living experiences that stand out in the market.

With a centralized back-office located in Prishtina, we handle key operations such as tenant support, marketing, leasing, procurement, accounting, IT, interior design, and architecture. Our team in Prishtina brings years of expertise in real estate development and management, allowing us to respond effectively to tenant needs across time zones.

Position Overview

The Junior Accountant will play a crucial role in supporting the accounting team by managing and organizing financial records, processing payments, and assisting in the overall maintenance of our accounting systems. This position offers a unique opportunity to gain practical experience in a fast-paced, high-growth real estate environment, with responsibilities that extend beyond basic accounting tasks, fostering valuable skills for a professional career in finance and accounting.

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

Qualifications

- 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

- **Position:** Junior Accountant
- **Location:** Prishtina
- **Schedule:** Monday-Thursday from 2:30 PM to 11:00 PM, with remote work on Fridays from 12:30 PM to 9:00 PM.
- **Compensation:** Competitive salary package, commensurate with experience
- **Contract:** In accordance with Kosovo Labor Law
- **Work Environment:** Be part of a dynamic, forward-thinking team with a global impact.
- **Professional Growth:** Opportunities for learning, growth, and career advancement within an expanding real estate company.

Instructions for applying

To apply, please complete the application by filling out the [Recruitment Application Form](#). If you have any questions, feel free to reach out to us at careers@spaxel.com.

Only shortlisted candidates will be contacted.

Deadline: 02.20.2025