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## AP/AR 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 AP/AR Accountant is responsible for all transactions in the Accounts Payable and Receivable side for Residential & Development Properties. Moreover, he/she shall be able to communicate clearly with the other members of the team and report as required to the head of the team.

### Key Responsibilities:

- Review invoices and requisitions for satisfactory payment approval.
- Calculate, post business transactions, process invoices, verify financial data for use in maintaining accounts payable records, and provide other clerical support necessary to pay the obligations of the organization.
- Assemble invoices to be completed for payment.
- Clarify any questionable invoice items, prices or receiving signatures.
- Type periodic reports and other records.
- Obtain proper information and/or data regarding invoice payments.
- Manage and track incoming payments from clients/tenants.
- Communicate with clients to resolve billing issues.
- Monitor accounts receivable aging reports.

### Qualifications

- Bachelor's degree in either Banking Finance and Accounting or Business Management and 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.
- 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:** Accounts Payable/Accounts Receivable – 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](mailto:careers@spaxel.com).

Only shortlisted candidates will be contacted.

**Deadline:** 24.03.2025