

Job Title: Utilities AP/AR

Location: Prishtina, Kosovo

Company Overview:

Spaxel is a growing real estate investment, development, and operations company dedicated to creating high-quality living experiences and delivering exceptional service across our portfolio. Our centralized teams support a wide range of functions, from operations and property services to finance, technology, architecture, HR, and more, working together to ensure efficiency, innovation, and excellence across the organization.

Position Summary:

We are seeking a detail-oriented and technically skilled **Utilities AP/AR** to manage utility services across our portfolio. This role focuses on coordinating with utility providers, reviewing and processing invoices, and supporting accurate tenant billbacks for services such as water and property taxes.

Key Responsibilities:

- Coordinate with utility providers (electric, gas, water, etc.) to set up, maintain, and resolve service issues
- Review, verify, and process utility invoices to ensure accuracy and timely payment
- Track utility usage and identify discrepancies or cost-saving opportunities
- Manage tenant billbacks, including water and tax-related charges, ensuring accuracy and proper documentation
- Communicate with tenants regarding utility charges, questions, and dispute resolution
- Maintain organized records of accounts, contracts, and billing history
- Assist with budgeting and forecasting utility expenses
- Ensure compliance with local regulations and company policies

Qualifications & Skills:

- **English communication skills** (both written and verbal) are required (C1 or C2 level of proficiency).
- Bachelor's degree in Banking, Finance and Accounting, or Business Management and Administration.
- 1+ years of experience in an accounting role.
- SCAAK certification is highly preferred.
- Strong intercultural competence, with the ability to collaborate effectively across all levels of the organization.
- Outstanding organizational and reporting skills, with an ability to manage multiple tasks efficiently.
- Excellent analytical and problem-solving abilities, with attention to detail.
- Proven ability to work under pressure and meet tight deadlines.

- Proficient in Microsoft Office and familiar with project management tools.

What We Offer:

- **Professional Growth:** Opportunities for learning, growth, and career advancement within an expanding real estate company.
- **Mentorship** from experienced accounting leadership
- **Work Environment:** Hands-on exposure to active US real estate projects
- **Compensation:** Competitive salary package, commensurate with experience
- **Contract:** In accordance with Kosovo Labor Law
- **Office Location:** Prishtina
- **Schedule:** Monday–Thursday from **2:30 PM to 11:00 PM**. After the first three months, employees are eligible to work remotely on Fridays from **12:30 PM to 9:00 PM**.

If you are motivated, eager to learn, and looking to build or advance your career in real estate, we encourage you to apply!

How to Apply:

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: 20.04.2026