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 **Utilities AP/AR** professional to support the day-to-day utility administration of our real estate portfolio, with a strong focus on utility account coordination, invoice processing, billing accuracy, tenant utility charges, and reporting. Working closely with internal property operations and finance teams, this role helps ensure that utility accounts are properly maintained, charges are verified and reconciled, payments are processed on time, and billing discrepancies are resolved efficiently. The ideal candidate is organized, analytical, proactive, and comfortable coordinating multiple priorities across a portfolio of properties.

Key Responsibilities:

- Coordinate with electricity, gas, water, and other utility providers to establish, maintain, transfer, and resolve service accounts.
- Review and verify utility invoices, investigate discrepancies, and coordinate accurate, timely payment processing.
- Monitor usage and billing trends, flag abnormal charges, and identify potential cost-saving opportunities.
- Prepare and reconcile tenant billbacks, including eligible water and property tax-related charges, with supporting documentation.
- Respond to tenant questions and disputes related to utility charges in coordination with internal property teams.
- Maintain accurate records of utility accounts, contracts, invoices, payments, and billing histories.
- Support utility expense budgets, forecasts, reconciliations, and periodic reporting.
- Follow applicable regulations, account procedures, and company approval controls.
- Perform other duties as assigned by the Supervisor.

Qualifications & Skills:

Must Have

- **English communication skills** (both written and verbal) are required (C1 or C2 level of proficiency).

- Bachelor's degree in Banking, Finance, Accounting, Business Management, Administration, or a related field is preferred.
- Experience in accounts payable, accounts receivable, accounting operations, utilities coordination, or a related role is preferred.
- SCAAK certification is highly preferred.
- Strong analytical skills with the ability to investigate billing variances and resolve discrepancies.
- Strong organizational skills with the ability to manage multiple tasks, accounts, and priorities simultaneously.
- Ability to coordinate effectively with utility providers, internal teams, tenants, and other stakeholders.
- Basic understanding of budgeting, expense tracking, reconciliations, and operational reporting.
- Strong attention to detail and the ability to follow internal procedures and approval controls.
- Proficiency in Microsoft Office, especially Excel; familiarity with property management or project management tools is a plus.

What We Offer

- **Professional Growth:** Opportunities for learning, growth, and career advancement within an expanding real estate company.
- **Mentorship:** Collaboration with experienced finance and property operations leaders.
- **Work Environment:** Hands-on exposure to active US real estate operations and utility administration.
- **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 utilities operations, accounting support, and property administration, 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: 15.11.2026