



PORTONOVİ

MONTENEGRO

CAREER OPPORTUNITY ANNOUNCEMENT

Portonovi Resort Management Company, owned by Azmont Investments, will operate Portonovi Resort aiming to redefine standards within Montenegro and across the entire Mediterranean region. The high-end Portonovi Resort will have a character of a long-established Montenegrin setting overlooking the entrance to the stunning Boka Bay. Striving to be inspiringly different, Portonovi will offer unique residential and investment opportunities.

The mission of Portonovi is to treat its most important associates, guests and colleagues, with respect and through collective hard work and a friendly environment to deliver the highest quality service to all.

Portonovi Resort Management Company

is looking for

ACCOUNTANT

Duties

- Recording of fixed assets, expenses, statements, ECF and other business documents
- Monitoring and recording of customs documents
- Recording and posting of the expense invoices related to the dependent acquisition of importing goods
- Recording and posting invoice of suppliers
- Controlling documentation and invoices that are entered in EAM software and posting this data in to accounting software
- Day to day controlling balances of inventory in EAM\POS with accounting software
- Day to day synchronization of OPERA/accounting software
- Day to day controlling of balances OPERA/accounting software and documentation control
- Assisting in calculation of payrolls, service contracts and rents, and delivery of necessary reports of them to tax authorities and to Community of Herceg Novi
- Participating in creating of monthly and annual financial statements in accordance with applicable legislation and International accounting standards (making tax balances and tax registration forms)
- Creating payment list and entering payments into EBanking
- Coordination with other departments of the company
- Cooperation with the tax authorities, banks and tax inspection
- Booking of compensation, cessions and other documents
- Collecting and processing data for the annual inventory,
- Preparation of various reports at the request of the FM and CA

Skills and knowledge

- BS degree in Economics, Finance or Accounting
- Min 3 years of proven experience of accounting (preference to candidates with Hotel experience)
- Ability to generate financial reports
- Good knowledge of local taxation, tax reporting
- Proficiency in English and in MS Office, especially good excel skills and numerical skills
- Preference to candidates who are familiar with Opera and Billing Systems
- High degree of accuracy and attention to detail

You want to apply?

If the above is what matches with your profile and you are strongly motivated to be part of our Team, please send us your CV and references to **career@portonovi.com** referring on which position you are applying. For more information please visit www.azmont.com

Deadline for application: 18.11.2020.