
Accounting assistant

Location

in Lithuania, Vilnius

About the team

The Accounting team is responsible for Adform accounts payables, payroll, fixed asset and other general ledger entries and takes care of statutory, management and tax reporting preparation and financial audit in different countries. Together with Finance department we are providing business assistance and support to all Adform departments of the organization. In general, we are team where everybody counts, knows that happiness is debit=credit, never loses the balance and feels the joy moment after general ledger account reconciliation.

At present, we are looking for devoted **ACCOUNTING ASSISTANT** to join our talented and dynamic team in Vilnius office.

Your responsibilities will include:

- ✓ Incoming invoice processing
- ✓ Bank payment and receipts accounting
- ✓ Expenses report accounting
- ✓ Other day-to-day accounting operations

We expect you have:

- ✓ Higher education in accounting, finance or economics (might be last year student)
- ✓ Accounting knowledge would be an advantage
- ✓ Experience working with Navision accounting system would be an advantage
- ✓ Strong knowledge of MS Excel and other MS Office tools
- ✓ Fluent in English and Lithuanian written and spoken
- ✓ High level of responsibility
- ✓ Accuracy

We offer:

- ✓ A Daily life in Adform (impressive growth, innovation driven, Adform DNA, open & informal atmosphere, team work, platform created by brilliant minds, Agile & Scrum principles)
- ✓ Education (learn.adform.com - internal trainings system, language classes, internships, conferences, external trainings etc.)

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- ✓ Adform Academy (opportunity to educate students, lead and implement crazy projects teaching)
 - ✓ Adform library (full of professional and personal development books)
 - ✓ Team buildings and Off-sites (depends on your team creativity and ideas)
 - ✓ Awards (formal and informal)
 - ✓ Kudo box (an easy way to thank your colleagues with a small gift)
 - ✓ Company events (Summer Festival, Christmas Party, Hackathon Days, UnConference and much more)
 - ✓ Job trips (opportunity to visit colleagues in other Adform offices)
 - ✓ Technical support (top and newest working equipment)

More about us

Adform is the leading independent and open full stack advertising technology platform that encompasses data, creativity and trading into one seamless enterprise product suite servicing media agencies, trading desks and advertisers.

All of our products are modular and easily inter-operate with all other point solutions used throughout the digital advertising ecosystem.

Adform was founded in Denmark in 2002 and is one of the world's largest private and independent advertising technology companies. With offices in 18 countries, Adform has more than 780 employees globally throughout Europe, North America and APAC.

Visit <http://www.adform.com> or <http://join.adform.com> for more information.

If you're interested in Accounting Assistant position send your CV to ieva.sapalaite@adform.com