



CINEPLEXX International will open a 7 hall cinema center in Tirana. Cineplexx International is running 21 Cinema Centers in Austria and 15 Cinema Centers in South East Europe. For our new project in Albania we are looking for the positions of:

## **ACCOUNTING SPECIALIST**

### **Main targets and goals:**

- Contact person between cinemas, accounting agency and HQ Vienna
- Register of all incoming invoices
- Providing all necessary data and documents regarding payroll accounting
- Responsible that all invoices are verified by the appropriate person according to the work flow scheme
- Invoicing of extraordinary issues
- Preparation of payment proposals
- Daily reconciliation of bank statements
- Quarterly reconciliation of accounts receivable with affiliated companies
- Settlement of everyday office needs, procurement of office supplies
- Checking of the incoming royalty statements from the distributors
- Creating and maintaining of articles and new suppliers in Cash
- Entering movie program, prices and discounts in Cinema
- Taking care about imports. Certifications and proforma invoices in cooperation with HQ

### **Requirements:**

- University degree or equivalent in accounting/finance
- Minimum of 3-5 years experience in general accounting and administration jobs
- Numerical competence
- Reporting skills
- English spoken and written confident in business discussion
- Strong computer skills and knowledge (Microsoft Office)
- Strong interpersonal, communication, and organizational skills.

CINEPLEXX will offer you stability and a long time relation in an European company with more than 40 year of experience in running cinemas.

If you think you are the right person for our team in Tirana, please send your application **until 25th August 2013**, in ENGLISH WITH PICTURE to: [tom.ofner@constantinfilm.at](mailto:tom.ofner@constantinfilm.at).