

Moscow, 01.08.2018

Job Description: Senior / Chief Accountant with fluent English and German

Experience: 3-6 years PQE
Full time job

Artax Rufil Consulting is a German company in Moscow. We offer Outsourcing and Consulting Services for Accounting and Tax declaration. Our clients are international companies, most of them from Germany, Austria, and Switzerland, which have a subsidiary (OOO) or representative office in Moscow.

The Moscow office of our company exists since 2007. Our business in Russia is going well and growing stably. All our employees work in our Headquarter Office in the historical center of Moscow. Now we are looking for a new Senior Accountant:

Official duties:

Accounting and tax accounting for several companies in full (e.g. LLC with foreign shareholding)

Requirements:

- Experience in accounting and tax accounting in trade (export, import), services (service location, item 148 of Russian Tax Code) in the position of senior / chief accountant
- Experience and excellent knowledge of Russian Accounting Standards (RAS) reporting
- Experience in preparing and excellent knowledge of tax reporting (common taxation regime, simplified taxation regime)
- Experience in preparing reports on controlled transactions, knowledge of transfer pricing features
- Experience (participation) in preparation of management reporting for a parent foreign company in accordance with IFRS standards
- Experience (participation) in automation of reporting procedure in accordance with IFRS standards
- Experience in working with double taxation avoidance agreements
- Experience and knowledge in the field of foreign economic activity (import, export, customs and currency legislation)
- Excellent knowledge of accounting programs 1C 8.3 (accounting, trade, salary)
- Experience (participation) in database synchronization
- Experience in working with ERP databases



- Experience in setting tasks for automation of accounting, optimization of accounting processes
- Experience in tax consulting
- Experience in tax inspection and audit
- Experience with the FMS, knowledge of migration legislation (foreign employees)
- Experience with online banking
- Experience in submitting reports through telecommunication channels
- Certificate of prof. Accountant / Auditor / ACCA
- Experience in a foreign / consulting company is desirable
- Fluent English, knowledge of the German language as an advantage

Required qualities:

- Ability to work with a large amount of information
- Ability to control several tasks simultaneously
- Attention to details and readiness to work with tight deadlines
- Ability to manage a team of 2-4 people
- Strict adherence to working discipline and business dress code

Working conditions:

- Working at the stable company
- Working hours: 5/2, from 9.00-18.00
- 3-month trial period
- Good working environment and friendly team
- Modern office in the centre of Moscow within walking distance from (m. Chehovskaya / Pushkinskaya)
- Official employment and official salary (based on the interview results)
- Good chances for professional growth and career

