

סטודנטים לכלכלה בשנים ב' וג' הפנויים למשרה 50-60% .

חברת **testproject** מחפשת אתכם! <https://testproject.io/>

חברת סטארט אפ מבוססת בפארק עופר- מתחם ההייטק בפתח תקווה.

קו"ח לשליחת מייל [contact@testproject.io](mailto:contact@testproject.io)

### **להלן תיאור המשרה:**

We are looking for 2nd - 3rd year student in Finance, Accounting or Economics for Finance Administrator position!

#### Finance Administrator responsibilities include:

- Creating and updating spreadsheets of daily transactions
- Managing accounts receivable and payable
- Reviewing and processing reimbursements

#### Job brief:

We are looking for a Finance Administrator to organize our company's day-to-day accounting procedures.

Finance Administrator responsibilities include maintaining records for all transactions, preparing monthly and quarterly financial reports and processing reimbursements.

If you have a background in Finance and knowledge of bookkeeping activities, we'd like to meet you.

#### Responsibilities:

- Create and update spreadsheets of daily transactions
- Manage accounts receivable and payable
- Review and process reimbursements
- Prepare budgets
- Keep records of invoices and tax payments
- Manage company's liabilities (e.g. insurance premium)
- Identify and address account discrepancies
- Participate in payroll processes
- Report on financial projections (e.g. liquidity and cash flow)

#### Requirements:

- Proven work experience as a Finance Administrator, or similar role
- Advanced knowledge of MS Excel (creating spreadsheets and charts and using financial Excel functions)
- Good understanding of bookkeeping procedures
- Time-management and organization skills
- Confidentiality
- BA degree 2-3rd year student in Finance, Accounting or Economics