

**Motivated Accountant to manage clients' bookkeeping, VAT, and payroll in a professional accounting firm (Paphos).**

**Key Responsibilities**

- Handle all accounting and bookkeeping duties for assigned clients
- Record and reconcile accounting transactions accurately and on time
- Prepare VAT returns, payroll reports, and communicate with relevant authorities (Social Insurance, Income Tax, VAT Office)
- Perform monthly reconciliations for customers, suppliers, and bank accounts
- Maintain complete and well-organized accounting files and financial documentation
- Build and maintain positive relationships with clients and business partners
- Carry out any other duties as assigned by management

Candidates should send their CVs to: [giorgos@edelectus.com](mailto:giorgos@edelectus.com)