

Finance and Accountant Manager

- Perform monthly and yearly accounting closings accurately and on time.
- Review and manage taxation matters, including VAT and withholding tax, and submit all relevant documents to the Revenue Department.
- Oversee the daily operations of the Accounting Department.
- Liaise with external auditors for annual financial statements and prepare supporting balance sheet details.
- Coordinate with the Ministry of Commerce, Revenue Department, other government agencies, and banks.
- Supervise all accounting and finance functions, including reviewing and preparing transactions for AP, AR, GL, fixed assets, and costing.
- Prepare various financial and management reports, including financial statements, efficiency reports, scrap reports, budget reports, and inventory reports as requested by the CFO.
- Review payment vouchers, receipt vouchers, and journal vouchers to ensure proper supporting documents, tax accuracy, and correct account coding.
- Handle payments to local and overseas suppliers via internet banking.
- Manage and control cash flows.
- Update daily exchange rates in the BC system.
- Manage BOI transactions, information, processes, and reports.
- Prepare and submit annual financial statements to the Revenue Department and the Ministry of Commerce via e-filing.
- Supervise a accounting team member.
- Prepare and submit monthly withholding tax forms (PND 3, PND 53, PND 54, PP 36).
- Record monthly payroll accounting transactions.
- Prepare company KPIs for monthly management meetings.
- Process vendor payments by verifying related documents such as tax invoices, credit notes, purchase orders, and contracts.

- Handle employee advance payments and verify clearing documents, including proper accounting entries.
- Prepare data to support the annual budgeting process.

Remark

- Minimum 5 years' experience as Account Manager and willing to learn.
- Need experience as Account in a production company as this is important for understanding complexity.
- High skills English (both write and talk) to make sure communication is not a problem with Denmark and Latvia.
- Good managerial and coach skills.
- Being nice and polite but also strong and clear in internal communication.