

Payroll Specialist and Accountant – Slovenia

Are you passionate about accounting?

Do you excel at calculating payroll?

If so, we need you!

We are looking for professionals to join our team in Slovenia!

Eurofast is a **regional business advisory organization**, established in 1978, employing local advisors in over 21 cities in South East Europe, Middle East and the Baltics. It offers a range of professional services **including Tax & Transfer Pricing, Payroll & Employment Services, Accounting & Compliance, and Advisory & Corporate.**

Job Description

- Process monthly payroll & payments for Slovenian clients
- Preparation of compulsory reports for local authorities
- Handling accounting tasks, such as accounting entries, bookkeeping, reconciliations
- Preparation of reports for the company's Management or for clients
- Ensuring compliance with local and regional tax laws and regulations
- Collaborating with cross-border teams to provide seamless and efficient services
- Representing clients before relevant local institutions and authorities
- Advisory services to clients for labour and payroll matters
- Monitor legislation changes related to social insurances, labour laws, etc

Requirements

- Minimum 3 years' experience in payroll or accounting position
- Previous work experience in Pantheon and/or WAND software will be considered an advantage
- Bachelor's degree or relevant accounting/HR qualification
- Very good knowledge of Slovenian regulation for payroll and accounting
- Fluent in English and Slovenian
- Good command of Serbian and Croatian language
- Experience in working with international/multinational companies
- Excellent communication, analytical and organization skills

Why Eurofast:

- Working in a positive environment with people from different backgrounds and nationalities
- Potential development & growth through seminars, workshops and events
- Mobility & secondment opportunities within our 21 offices in South East Europe, Middle East and Baltics

Apply here:

If you are interested in the above position, please send your CV to hr@eurofast.eu with the subject line: **Slovenia – Payroll/Accounting Specialist**