

About Us

Outsourced d.o.o is a bookkeeping/accounting firm founded in 2015 as the natural next step for a team of freelance bookkeepers and accountants who had worked together for years previously. Together, we committed to making our accounting business a close partner and friend to all our clients.

We have a personal touch with each one of our clients, and we take the time to get to know all of their business operations in detail to be as involved as possible. By constantly working on our education and expertise, we strive to be a greater asset to them daily.

Our vision is to excel and learn. Our mission is to be the final destination for all accounting, consulting, payroll, and tax needs.

Job Description

We are searching for a highly motivated, skilled, and detail-oriented individual to join our team.

The ideal candidate will be involved with preparing financial reports and statements, bank reconciliations, and conducting cyclical audits. Moreover, the candidate must have strong interpersonal skills and business acumen.

Responsibilities

- Managing client's accounts
- Completing all bank reconciliations accurately and timely
- Creating ad-hoc reports for various business needs
- Preparing tax documents
- Preparing financial statements and reports
- Analyzing the client's financial records
- Answering client's queries

Qualifications

- Bachelor's degree in Accounting, Finance, or a related field
- Ability to interpret and analyze financial statements and periodicals
- Fluency in Microsoft Office suite (Outlook, Excel, Word, PowerPoint, etc.)
- Exceptional verbal and written communication skills
- Detail-oriented, accurate, and efficient
- Ability to solve problems and meet deadlines

If you want to be a part of our team, please reach out to us via email address cv@outsourced.ba

Looking forward to meeting you!

