

## Accounting Specialist (Part Time)

### Your tasks

As an Accounting Specialist, you are fully responsible to deliver the defined services within the specified time, budget, and quality to the satisfaction of the internal and external stakeholders.

#### Main Tasks:

- Process invoices and payments.
- Manage accounts receivable and follow up on outstanding invoices.
- Maintain and reconcile general ledger accounts.
- Prepare and post journal entries.
- Assist with month-end and year-end closings.
- Ensure compliance with accounting standards and regulations.
- Assist in the preparation of budgets and financial forecasts.
- Assist in internal and external audits.
- Assist in the preparation and filing of tax returns.
- Ensure compliance with local and group tax and accounting regulations.
- Support the preparation of financial reports.
- Support the implementation of new accounting systems and tools.
- Work closely with the Chief Accountant and other team members.
- Provide support during the absence of the Chief Accountant.

### Your profile

- Education in finance, accounting or economics.
- At least 2 years of experience as an accountant.
- Knowledge of Lithuanian financial reporting standards.
- Understanding of Lithuanian laws regulating accounting and taxes.
- Strong skills in Microsoft Excel.
- Experienced with accounting and financial software, SAP is an advantage.
- Good English language skills.
- Integrity, responsibility, diligence, and conscientiousness.

### Our offer

- Professional, dynamic, and multicultural work environment;
- Endless development opportunities in an international company and work with leading world-class technologies;
- Health insurance package;
- Company discounts;
- Discounts in modern employee restaurant;
- Extra paid time off;
- Gross Salary: from 1150 EUR to 1700 EUR (before withholding taxes).

Ready to drive with Continental? Take the first step and fill in the online application.



Job ID  
**REF81673A**

Location  
**Sergeičikai I**

Leadership level  
**Leading Self**

Job flexibility  
**Hybrid Job**

Legal Entity  
**Continental Tires Business Services UAB**

## **About us**

**For 150 years we've been changing the way the world moves - now it is your chance to design the next chapter of the strategic growth field of Continental Tires. We are looking for you as an Accounting Specialist to contribute to the growth and development of our entity.**