

# **Financial Control Assistant**

411 Marketing is a fast growing online advertising agency with offices on three continents. We specialize in Local & Organic SEO, Web Design, Copywriting and Online Marketing.

We are currently looking for an Assistant Financial Control for our growing Accounting Department based in Varna.

**Responsibilities:**

- Track accounts and outgoing payments
- Check if the prices are relevant to the current market situation
- Verify discrepancies and report billing issues
- Prepare reports detailing accounts payable activity

**Requirements:**

- Excellent command of English language;
- Very good computer knowledge;
- Careful to details;
- Capable of meeting deadlines

**We Offer:**

- Excellent working conditions and social benefits
- Work on shifts: 08.00-17.00 & 17.00-01.30
- Young and friendly environment
- Ability to gain experience in an international company

If you are interested in this position, please apply with your CV in English. Only shortlisted candidates will be invited to an interview.

**Contacts:**

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