

EasyDo Digital Technologies

<https://easydo.co/job/2736/>

Chief Accountant

Description

The Chief Accountant will report directly to the Finance Director and will play a key role within the organization, contributing to the achievement of performance targets and supporting the sustainable growth of the business. With solid accounting expertise, the Chief Accountant will be primarily responsible for coordinating the Finance Department, overseeing the month-end and year-end closing process, and ensuring accurate financial reporting and compliance with local tax authorities.

Responsibilities

Key Responsibilities

- Plan and coordinate all accounting activities in line with the company's accounting policies and applicable tax regulations.
- Prepare monthly invoices for the company's clients in strict accordance with contractual terms and conditions.
- Perform the monthly accounting close and finalize the trial balance after carrying out preventive financial control to ensure the legality and accuracy of accounting transactions.
- Prepare and submit all required tax returns to the Romanian tax authorities (ANAF), as well as the reports required by the National Institute of Statistics (INS) and the National Bank of Romania (NBR), within the statutory deadlines.
- Prepare and submit the annual financial statements within the legal deadlines.

Qualifications

Desired Competencies

- Strong ability to prioritize daily tasks effectively for the entire team.
- Excellent organizational skills with the ability to consistently meet deadlines.
- Commitment to achieving individual and team objectives while supporting colleagues in reaching shared goals.
- A flexible mindset combined with the confidence and determination to make sound decisions when selecting the best course of action.
- The ability to maintain a strategic, big-picture perspective while paying close attention to detail to deliver accurate and high-quality results.

Required Experience and Qualifications

- Bachelor's degree in Finance, Accounting, or a related field.
- Mandatory membership in CECCAR as a Certified Expert Accountant.
- At least 5 years of experience in a Chief Accountant or similar senior accounting position.
- Excellent written and verbal communication skills in both Romanian and English.
- Proven ability to work under tight deadlines and manage multiple projects simultaneously.
- Strong proficiency in Microsoft Office, particularly Excel, Word, and PowerPoint.
- A proactive attitude, positive energy, and a solution-oriented approach to problem-solving.

Hiring organization

EasyDo Digital Technologies

Employment Type

Full-time

Job Location

Bucharest

Date posted

July 1, 2026

Job Benefits

We offer:

- o Competitive salary and the opportunity to have a meaningful job where you can make a difference
- o The chance to continuously evolve as a professional
- o Medical insurance & Meal tickets.

Contacts

Join Us at EASYDO

With a team of 250 dedicated professionals, we combine technological excellence with a people-first culture. We believe in empowering talent, nurturing careers, and building long-term trust with our clients and our teams.

Contact our Talent Team by email to hr@easydo.co

Or visit our careers portal: <https://easydo.co/career/>