



Бос жұмыс орны 16.07.2019 бастап 06.08.2019 дейін жарамды

**Бухгалтер**  
**Бухгалтер по выставлению счетов**  
**Бухгалтерия, аудит / Бухгалтерия**

Кәсіпорын: Товарищество с ограниченной ответственностью "СОС Казахстан"  
Еңбекақы: 150 000 тенгеден бастап  
Толық жұмыс күні, туракты жұмыс, еңбек жағдайы калыпты

**Бос жұмыс орын**  
**туралы ақпараттар**

Аймақ Алматы қ. / Алматы қ.  
Лауазымдық міндеті

**Key Responsibilities:**

Managing the accounting procedures for Company FFS transactions in accordance with Kazakhstan accounting and taxation laws and regulations  
Follow up the final payment of FFS (DBA, further recharges).  
Control over correct and timely issuance of all clinics FFS invoices in 1C.  
Reconciliation of 1C FFS invoices with PMO/AEA databases. Posting of all FFS invoices to SUN on D+2.  
Contacts with insurance companies to follow up receipt and payment dates of claims submitted. Contacts with patients/clients on recharges, rejected, unanswered invoices payment.  
To recharge partially paid by insurance companies' invoices for Clinics on monthly basis.  
To recharge rejected by insurance companies invoices for Clinics on monthly basis.  
To recharge unanswered by insurance companies invoices of Clinics on monthly basis.  
Track of originals of acts of acceptance for invoices recharged to clients under DBA contracts to be signed, stamped and returned to us.  
To verify claim forms of all clinics prior to submission on weekly basis.  
Making transactions on Foreign Exchange for clients invoices in 1C on quarterly basis

Бос жұмыс орындар 1  
саны

**Жұмыс іздеушіге**  
**талаптар**

Мамандық бойынша 3 жыл  
отілі  
Кәсіби дағдылар есеп беру;  
есепшот усыну;  
тугендеу (халыкаралык есеп);  
Білім деңгейі жоғары  
Менгерген тілдері Ағылшын - жоғары деңгей  
Жеке қасиеті жана бағдарламалык қосымшаларды уйрену мүмкіндігі;  
электрондық кестелер;  
электрондық поштаны пайдалану;

**Кәсіпорын туралы**  
**ақпараттар**

Қызметкерлер саны 42

Кәсіпорын туралы  
ақпарат **International SOS** is the world leader in the organization of medical services and providing security during business trips.  
*We take care of our customers around the world, having at their disposal more than 1000 units in 90 countries. We have unique knowledge and expertise: more than 12 000 of our employees, among them 1400 doctors and 200 specialists in the field of security, work for the comfort and safety of our customers.*  
*The company has been working in Kazakhstan for more than 20 years, providing its clients with a full range of services, offering risk management solutions, both globally and locally.*  
*International SOS in EECA provides medical services at remote sites, industrial facilities, marine vessels and drilling platforms. We initiated a number of risk prevention programs, the effectiveness of which is supported by the professionalism, experience and knowledge of our employees.*  
*We provide unparalleled effectiveness in the cases of serious illnesses, accidents, or in civil and political conflicts.*  
*We do our best to help our clients fulfill their obligations to help their employees.*  
*With our help international and local companies, government and non-governmental organizations reduce the risks that may face their employees in solving their tasks.*

Байланыстағы тұлға Князева Светлана  
Кәсіпорынның Алматы қ. / Алматы қ.  
аймағы  
Кәсіпорынның Еділ Ерғожин көшесі 27  
мекен-жайы