



Вакансия действительна с 16.07.2019 по 06.08.2019

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

Предприятие: Товарищество с ограниченной ответственностью "СОС Казахстан"  
 Оплата труда: от 150 000 тенге  
 Полный рабочий день, постоянная работа, нормальные условия труда

**Информация о вакансии**

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

Количество вакансий 1

**Требования к соискателю**

|                         |                                                                                                               |
|-------------------------|---------------------------------------------------------------------------------------------------------------|
| Стаж по специальности   | 3 года                                                                                                        |
| Профессиональные навыки | составление отчетов;<br>выставление счета;<br>инвентаризация (международная бухгалтерия);                     |
| Уровень образования     | высшее                                                                                                        |
| Знание языков           | Английский - высокий уровень                                                                                  |
| Личные качества         | способность изучать новые программные приложения;<br>электронные таблицы;<br>использование электронной почты; |

**Информация о предприятии**

Количество работников 42

Сведения о предприятии **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.

Контактное лицо Князева Светлана  
Регион предприятия г. Алматы / г. Алматы  
Адрес предприятия Еділ Ерфожин көшесі 27