



Fill in the gaps

specializing • studying • for inspecting its accounts • processing the records • giving administrative support • to inspect its accounts • supervises work • acts as

Trainee accountant(бухгалтер-стажер)

Accountants who are _____¹ for professional examinations

Book-keeper (accountant)(бухгалтер)

Mid-level administrative staff responsible for _____² of a business's financial activities.

Chief Accountant(главный бухгалтер)

Chief Accountant _____³ of the Accounting Department, checks and approves financial documents, balance sheets and Profit and Loss Statements.

Deputy Chief Accountant(заместитель главного бухгалтера)

Deputy Chief Accountant _____⁴ the Chief Accountant in his/her absence.

Tax accountant(бухгалтер по налогообложению)

A tax accountant _____⁵ in a company's tax affairs.

Back-office manager(менеджер операционного отдела)

Person in charge of the staff responsible for _____⁶ to the Finance department.

Internal auditors/ controllers(внутренние аудиторы/ревизоры)

Employees of a company who are responsible _____⁷.

External auditors/ controllers(внешние аудиторы/ревизоры)

People employed by an outside firm of accountants and hired by a company.



Text: RESUME of an ACCOUNTANT

MAIN OBJECTIVE: To follow up, control and organize of all orders, invoices and payments of Supply Department in coordination with Finance department.

MAIN RESPONSIBILITIES:

- Following up accounts of companies that Supply Department works with,
- Control of all orders and invoices, making objections if required, processing them into accounting software system,
- Following up payments, notification of payments to related companies,
- Supply Department budget preparation

QUALIFICATIONS:

Education: High School Graduate

Experience: 1-3 years

Foreign Language: Very good knowledge of English (writing and speaking)

Computer skills: Good knowledge of computer skills.

Others: To be very organized, responsible, closely comply with company policies, willing to work long-term with the company



Text

JOB EXPERIENCE

- Deputy Chief Accountant

10.2011 - till present

LLC"..." (Agricultural enterprise in Krasnodar Region)

- from 50 to 100 employees;

My job responsibilities include accounting of production cost, fixed assets, goods and material values, services, sales, settlement of disputes with suppliers and buyers, all kinds of accounting and tax, statistical statements, communication with tax inspectors and other auditors.

- Deputy Chief Accountant

12.2007 - 05.2009

"Holding Krasnodar LLC" (Industry and Manufacturing)

- Manufacturing firm with 100% foreign investments

- From 20 to 50 employees; Industry and Manufacturing

My responsibilities included daily accounting, invoices, composition, preparation and the delivery of accounting and tax statements on Russian standards, partially - for a foreign investor (according to IFRS (International Financial Reporting Standards (МСФО)), payroll and salary accounting, fixed assets lists, bank transactions and periodic performing of the duties of Chief Accountant.