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Accounting and Finance Specialist

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Company: Rapsodo

Location: İzmir

Category: other-general

Rapsodo Inc. is a sports technology and analytics company that uses computer vision and machine learning to help all athletes maximize their performance. Our proprietary technology applications range from helping golfers of all abilities, including PGA professionals, to optimize their launch conditions, to allowing MLB pitchers to increase the efficiency on their breaking balls. Current partners include all 30 MLB teams, MLB, USA Baseball, Golf Digest, PGA of America, and over 1000 NCAA athletic departments.

We are seeking an Accounting and Finance Specialist to to join our team.

Responsibilities

Collaborate with the accounting and finance department to support daily, monthly, and annual activities.

Ensure the maintenance of accurate and complete transactional records on a daily basis, including invoices and bank transactions.

Review various documents (invoices, receipts, etc.) in compliance with local legislations (KDV, VUK, KV).

Manage the e-invoice system, conducting monthly checks, including sending and receiving e-invoices and e-general ledger activities.

Develop and implement daily, weekly, and monthly payment plans.

Track credit card expenditures and monitor travel expenses and advance payments.

Work closely with the CPA during fiscal statement declarations, providing necessary supporting documents.

Collaborate with auditors during audits by furnishing required documentation.

Track and record customs expenses related to the import process.

Manage month-end and year-end transactions, including:

- Reconciliation and revaluation of Petty Cash accounts, Banks accounts, and Accounts Receivables.

- Generate and associate the prepaid expenses list with expenses as they occur.

- Make accruals for VAT accounts and monitor refund amounts. Monitor and update the fixed asset list, including depreciation calculations.

- Reconcile and revalue Accounts Payables.

Support Finance Manager in R&D Center and Technopark processes.

Requirements

Hold a degree in accounting.

Have 3-4 years of relevant work experience.

Demonstrate an understanding of accounting principles and current financial legislation.

Exhibit proficiency in MS Office, especially MS Excel.

Demonstrate proficiency in both written and spoken English.

Prior experience with Navision accounting system is preferred but not required.

Knowledge of R&D Center and Technopark legislation is a plus.

Capable of handling tasks independently and meeting tight deadlines.

Possess a can-do attitude, driven, and passionate about work.

Strong verbal and written communication skills.

If you think you have what it takes and look forward to working independently as well as contributing to an innovative, passionate and driven environment, please send in your application.

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