

Accountant and Finance Manager

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Phone :

Web :



Job Summary

Vacancy :

Deadline : Jan 01, 1970

Published : Jul 10, 2024

Employment Status : Full Time

Experience : 1 - <3 Years

Salary : Competitive

Gender : Any

Career Level : Mid Level

Qualification :

Job Description

We are seeking a skilled Accountant and Finance Manager to oversee all financial transactions, encompassing fixed payments, variable expenses, bank deposits, and budgeting. Responsibilities entail auditing financial documents, reconciling bank statements, and computing tax payments and returns. This pivotal role offers the chance to apply your financial analysis proficiency and strategic planning acumen. Through meticulous review of daily financial operations, you will furnish invaluable insights and recommendations to senior management.

Success in this position hinges on prior bookkeeping experience and a keen eye for detecting numerical inaccuracies. Your core duty is to furnish precise quantitative data concerning our financial standing, liquidity, and cash flows while guaranteeing adherence to tax laws.

Key Duties:

- Supervise all financial transactions
 - Develop budget forecasts
 - Issue timely financial statements
 - Manage monthly, quarterly, and annual closings
 - Reconcile accounts payable and receivable
 - Ensure prompt bank payments
 - Compute taxes and prepare tax filings
 - Oversee balance sheets and profit/loss statements
 - Provide reports on the company's financial status and liquidity
 - Conduct audits on financial transactions and documents
 - Uphold financial data privacy and execute database backups as needed
- Adhere to financial policies and regulations

Education & Experience

Prior work experience as an Accountant/Finance Manager Profound understanding of accounting regulations and procedures, encompassing the Generally Accepted Accounting Principles (GAAP) Practical expertise with accounting tools such as QuickBooks, among others Proficient in Advanced MS Excel functions, including Vlookups and pivot tables Familiarity with general ledger operations Exceptional attention to detail and strong analytical capabilities Bsc or equivalent in Accounting, Finance, or a related field Additional professional certifications are advantageous

Must Have

Educational Requirements

Compensation & Other Benefits

In accordance with company guidelines