



Accountant

Reports To

Head of Finance

Job Overview

Provides financial information to management by researching and analyzing accounting data; preparing reports and offers suggestions about resource utilization.

Responsibilities and Duties

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Monitor and manage receipts and payments. Ensure all transactions are reasonable, appropriate, and comply with operational policies and procedures.
- Adhere to written accounting procedures and policies.
- Assist with the preparation of monthly and quarterly financial reports to different stakeholders.
- Maintenance of General Ledger entries on QuickBooks and ensuring accurate cost allocation.
- Assist with bank reconciliations for both accounts, Operational and Capital accounts.
- Recommends financial actions by analyzing accounting data.
- Summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement, and other reports.
- Assists with collation of documents for internal and external audits.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Maintains financial security by following internal controls.
- Assists with the payroll process, arrangement of data and communication with external service provider.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.

Qualifications/Skills/Knowledge

- Bachelor degree in Bachelor's degree in Accounting or related field.



- 2-4 years of work experience in the field or in a related area
- must be computer savvy and proficient in relative software
- excellent knowledge of operating standard office equipment
- ability to manage multiple tasks/projects and achieve deadlines under pressure.
- good research skills and attention to detail

Work Environment

Normal office environment

Regularly required to sit, talk, hear and use hands and arms to reach in an office environment.