



Accountant

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Jan. 25, 2017, midnight

Basic Job Information

Job Category : Accounting / Finance
Job Level : mid
Offered Salary : None

Job Specification

Experience Required : Not Required

Other Specification

- Minimum three years of relevant working experience in a similar position to carry out finance functions
 - Expected to have fluency in written and spoken English
 - Excellent working knowledge in MS Office Applications
 - Working knowledge in accounting software will be an added advantage
 - Should have knowledge of Income Tax act and Value Added Tax
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Job Description

Accounting Functions:

- Prepare and enter the entire voucher (cash/ Bank / Journal) into bank book, cash book and Journal book (computer data entry)
- Verify the recording of cash, bank and Journal on daily basis
- Prepare cash flow statement on daily basis
- Maintain regular submission of TDS and comply with Income Tax and other statutory matters.
- Maintain regular submission of CIT
- Keep the Vouchers, Documents and Returns etc. safely
- Supervise petty cash transactions of all offices
- Reconcile all bank accounts including check tracking systems on monthly basis
- Prepare and submit Management Information System (MIS) report by the 7th day of following month
- Maintain and update subsidiary ledgers for all current assets and liabilities on monthly basis
- To ensure all transactions are adequately documented and have received required approval
- To ensure receivables and payable are settled in timely manner

Salary and Benefits:

- To ensure that employee leave records are maintained and updated on monthly basis
- To ensure that salary and benefits are paid to all employee in their bank accounts and details of payment are provided to the employee by the end of each month

Procurement and Fixed Assets Management Functions:

- To ensure that ledgers of fixed assets, expendables and projects materials are maintained and up to date on monthly basis
- To ensure that procurement transactions are carried out and adequately documented as per the procurement policies of the company
- To ensure that physical verification of all inventory are carried out on every six months
- Prepare and submit write off and disposal plan of inventory based on the result of physical verification
- Maintained Fixed Assets Register on every six months.

- Prepare cheque and payment vouchers of suppliers/parties. (According to the approved payment schedule)

Administrative and others:

- Maintain and keep up to date records of all official files as defined by the management
- Be proactive in dealing works related with accounting, procurement and store management

Applying Procedure

Apply Link : <https://merojob.com/accountant-60/>

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