**ACCOUNTANT**

This role manages all financial transactions of an organization. Among the other roles, the accountant is responsible for financial procedures, reconciling bank statements, tax payments/returns and audits. Accountants should have experience with bookkeeping and have distinctive ability to spot numerical era.

Responsibilities

* Manage all accounting transactions
* Compute taxes and prepare tax reports on time
* Ensure timely bank statements
* Prepare budgets and forecasts
* Publish financial statements in time
* Handle monthly, quarterly and annual financial reports
* Manage balance sheets and profit/loss statements
* Audit financial transactions and documents
* Ensure confidentiality and security of financial data
* Ensure company compliance with financial policies and regulations
* Monitoring spending and budgets
* Keeping account books and systems up to date
* Advice on cost reduction and risk management

Skills and qualifications

* Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP)
* 2 years’ work experience as an Accountant
* Hands-on experience with accounting software like QuickBooks
* Advanced MS Excel skills
* Strong attention to detail and good analytical skills
* BSc in Accounting, Finance or relevant degree
* Additional certification (CPA or ACCA) is a plus