



Build on our credentials

Accountant

Prepares the daily entries and Journal Vouchers.

- Issues the invoices based on work orders signed by the Head of divisions/ departments. - Checks and reviews the suppliers' invoices
- . - Checks the bank accounts daily and presents the bank reconciliation statement monthly to the management after checking the appropriate interest rates
- . - Prepares the trial balance, profit and loss statement and the balance sheet, monthly.
- Issues a monthly statement for cost centers after checking details.
- Follows up the clients' accounts and collect their dues as per mutual agreements
- . - Prepares a general statement for suppliers' payments on the end of the month so that cheques can be issued at the end of the month.
- Reconciles the petty cash every day and compares the physical cash count with the book balance of the cashiers.
- Checks the petty cash invoices and checks actual market prices when needed.
- Coordinates with Internal / External auditors on legal aspects of ACTS books and proper implementation of locally recognized accounting procedures.
- Screens incoming calls and correspondence and responds independently when possible
- . - Receives, distributes external and internal correspondence addressed to the Accounting department.
- Follows the monthly reporting list.
- Follows up maintenance contracts and coordinates maintenance visits related to office tools and equipment.
- Follows up vehicles registration/ rental/ customs clearance and associated paperwork. - Other duties as assigned.

Education and Experience

: Bachelor degree (Accounting) or equivalent degree with minimum two years related experience and / or training; or equivalent combination of education and experience