

Accountant

Job Description

- Reconciling the company's bank statements and bookkeeping ledgers
- Completing analysis of the employee expenditures
- Managing income and expenditure accounts
- Generating the company's financial reports using income and expenditure data
- Keeping a check on the company's finances based on financial status
- Filing and remitting taxes and other financial obligations
- Initiating and managing financial and accounting software used by the company
- Protects organization's value by keeping information confidential
- Accomplishes accounting and organization mission by completing related results as needed

Qualifications/Skills:

- Familiarity with financial software such as Quickbooks
- Familiar with AR and AP, Inventory Management, Intercompany Transactions, Fixed Asst Accounting
- Proficiency in Microsoft Office products such as Word, Excel, and Outlook
- Good reporting skills
- Typing proficiency
- Organization, attention to detail, productivity and dependability

Required Experience:

Atleast 2 years of experience with accounting