

JOB DESCRIPTION

SENIOR ACCOUNTANT

Brief Description

The position of accountant consists of analyzing financial information and preparing financial reports to determine or maintain a record of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization.

Tasks

- Advise clients in areas such as compensation, employee health care benefits, the design of accounting or data processing systems, or long-range tax or estate plans;
- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice;
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting or other tax requirements;
- Develop, implement, modify, and document record-keeping and accounting systems, making use of current computer technology;
- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs;
- Establish tables of accounts and assign entries to proper accounts;
- Maintain or examine the records of government agencies;
- Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards;
- Provide internal and external auditing services for businesses or individuals;
- Report to management regarding the finances of an establishment.

Qualifications and requirements

- A Three-year bachelor's degree;
- Ability to use logic and reason to identify the strengths and weaknesses of alternative solutions;
- Ability to identify complex problems and reviewing related information to develop and evaluate options and implement solutions.
- EXCELLENT EXCEL SKILLS
- CA - CPT Cleared
- GOOD COMMAND ON LANGUAGE

Competencies (in order of importance)

- Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
- Integrity — Job requires being honest and ethical.
- Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Analytical Thinking — Job requires analyzing information and using logic to address work-related issues and problems.
- Achievement/Effort — Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.

Lines of communication

- SR ACCOUNTANT

Working conditions

- This position is full time, 6 days a week.