

Job Ref: GSB/Careers/Finance



Job Title: Accountant

Job Responsibility:

- Perform day to day accounting transaction, including verifying, classifying, computing, posting and recording accounting data in an accurate and timely manner.
- Liaise with internal / external representatives as necessary to complete duties.
- Post accounting data to an accounting system and reconciliations.
- Receive and fill out receipts for payments, whether via cash, cheques and any other forms of payment method.
- Prepare payment vouchers, and compile invoice, cheques, statement of accounts and other records for final approval.
- Process supplier / debtors' invoices in a timely manner.
- Review and reconcile supplier / debtors' invoices and reports discrepancies and issues.
- Reviewing all credit and debit balances, refunds and adjustments and adjustment to billing records.
- Collaborate with Financial Controller to maintain collection objectives weekly/monthly.
- Collaborate with other team member to resolve account issues when necessary.
- Monitors requisition forms, track purchase orders and invoice received.
- Maintaining a filing system for all financial documents in a clear and easily accessible manner.
- Assists in other duties as needed and directed.

Job Requirement:

- Minimum 2 years of working experience in the related field.
- Minimum Higher National Diploma or equivalent.
- Effective communication and presentation skills.
- High time management skills and well organized.
- Able to thrive in a fast pace environment and work well under pressure.
- Must have strong attention to detail and excellent mathematical skills.