

Accounting Administrator Job Description

We are looking for a dynamic accounting administrator to manage our company's financial processes. Your duties will include documenting invoices, running payroll, and managing the flow of petty cash. You will also be required to create an accounting database and report any financial discrepancies to management.

To ensure success as an accounting administrator, you should possess financial acumen and attention to detail. Ultimately, a top-notch accounting administrator should be able to process a high volume of finance-related data swiftly and accurately.

Accounting Administrator Responsibilities:

- Managing company assets and financial expenditures.
- Preparing financial documents such as invoices, tax and cnps filings(declarations), and monthly profit reports.
- Maintaining files on account receivables and updating records as required.
- Managing the flow of petty cash by recording all monetary transactions.
- Updating management on any financial discrepancies found during tax filing or invoicing duties.
- Archiving financial documentation and updating accounting databases on a monthly or annual basis.
- Set up an accounting system for the company
- Prepare and post receipts, deposits, purchase orders, invoices, refunds, and other standard bookkeeping tasks
- Manage accounts receivable and accounts payable
- Prepare, track, and reconcile ledgers and budgets
- Prepare and submit payroll
- Coordinating audits with external auditors to ensure that internal controls are effective
- Prepare monthly financial statements and recommending any necessary changes to management
- Stay current with all regulations, requirements, and laws

Accounting Administrator Requirements:

- Associate's degree in accounting, business, administration, or similar.
- At least two year of accounting experience.
- Strong computer skills and proficiency in MS Office and Outlook.
- A solid understanding of financial processes such as bookkeeping and tax filing.
- Basic math skills.
- Excellent verbal and written communication skills.
- Good organizational and time management skills.
- The ability to work on multiple projects simultaneously while maintaining accuracy.
- The ability to collaborate with coworkers, clients, and suppliers.

All interested candidates should submit a CV and cover letter

*to:tefonhr@tefonservices.com/www.tefonservices.com/la
test*

23rd December 2022

*This vacancy is open to all interested candidates both
internal and external*



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