

Assistant to Senior Accountant

Summary

We are seeking an Accounting Assistant to report and record sales, prepare deposits and reconcile bank accounts. Dealing with any accounting situations is a major function of this position.

Accounting Assistant prepare financial documents such invoices, bills, accounts receivable, accounts payable, purchase orders, payroll, reports, and other financial records for entry into computer software. They also do bank reconciliations and assist in the preparation of reports.

Duties & Responsibilities

- Prepare and verify daily reports
- Prepare daily revenue/sales and prepare daily journal entry
- Prepare daily deposits of sales receipts
- Reconcile bank account
- Prepare authorized refund vouchers
- Compile monthly reports
- Investigate and collect returned items
- Maintain returned items account
- Prepare monthly balance sheet schedules
- Controlling credit sales and loan accounts
- Any other tasks assigned by line manager

Job Requirements

Qualifications

- BBA degree (Bachelor in Business Administration)
- Familiarity with office packages (Word, Excel, Access, PowerPoint), internet and email

Personal Requirements:

- Good oral and written communication skills
- Aptitude for working with computers
- Good organization skills

Experience

2-3 years

Languages

Fluent English, excellent Dari and/or Pashto.