

Account Officer

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Company: Mapemond Limited

Location: Woji, Port Harcourt

Category: other-general

Job Vacancy!!

Position: Account Officer

Location: Woji, Port Harcourt

Job Type: Full-Time

Our client in the cleaning industry is seeking a dynamic and self-motivated individual with a passion for accounting to join their team as an Account Officer. Situated in the heart of Port Harcourt, this position offers an exciting opportunity to oversee financial operations in a prestigious cleaning company.

Job Responsibilities:

- Maintain accurate financial records including accounts payable, accounts receivable, and general ledger entries.
- Prepare financial statements and reports for management review.
- Process invoices and ensure timely payments to vendors.
- Reconcile bank statements and monitor cash flow.
- Assist in budget preparation and financial forecasting.

- Liaise with clients and resolve any billing discrepancies.
- Ensure compliance with financial regulations and company policies.
- Generate financial analysis reports to support decision-making.

Qualifications/Skills:

- Bachelor's degree in Accounting, Finance, or related field.
- Proven experience as an Account Officer or similar role.
- Strong knowledge of accounting principles and practices.
- Proficiency in accounting software and Microsoft Excel.
- Excellent attention to detail and organizational skills.
- Strong analytical and problem-solving abilities.
- Effective communication and interpersonal skills.
- Ability to work independently and in a team environment.
- Knowledge of relevant financial regulations and compliance requirements.

Experience: 0 – 2 years

Gender: Female

Salary: NGN 60,000 – NGN 65,000

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