

## Accountant

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Company: Jobberman

Location: Abuja

Category: other-general

**SUMMARY** We are looking for an experienced Accountant to oversee general accounting operations by controlling and verifying our financial transactions. **RESPONSIBILITIES** Verify, allocate, post and reconcile accounts payable and receivable. Produce error-free accounting reports and present their results. Analyze financial information and summarize financial status. Spot errors and suggest ways to improve efficiency and spending. Provide technical support on Management Account. Review and recommend modifications to accounting systems and procedures. Manage accounting assistants and bookkeepers. Participate in financial standards setting and in the forecast process. Provide input into the departments goal setting process. Prepare financial statements and produce budget according to schedule. Assist with tax audits and tax returns. Direct internal and external audits to ensure compliance. Plan, assign and review staffs work. Support month-end and year-end close process. Develop and document business processes and accounting policies to maintain and strengthen internal controls. Liaise with Head of Accounting to improve financial procedures. **Requirements** Worked in a Micro finance bank or a financial institution. Familiar with preparing ALCO Report (Assets and Liability Report) Thorough knowledge of basic accounting procedures At least, 2-3 years in a similar role In-depth understanding of Generally Accepted Accounting Principles (GAAP) Awareness of business trends Familiarity with financial accounting statements Familiar with general ledger functions and the month-end/year-end close process Hands-on experience with accounting software packages, like QuickBooks. Familiar with MS Excel skills, including and pivot tables. Accuracy and attention to detail Aptitude for numbers and quantitative skills

BS degree in Accounting, Finance or relevant Relevant certification (e.g. ICAN,CMA orCPA) will be an added advantage. Benefits Salary:N300,000 N400,000 Net plus other benefits.

- BSc in Accounting, Finance or a relevant degree

1-3 years

- BSc in Accounting, Finance or a relevant degree
- 2 years' experience work experience as an Accountant
- Excellent knowledge of accounting regulations and procedures
- Hands-on experience with accounting software
- Advanced MS Excel skills
- Experience with general ledger functions
- Strong attention to detail and good analytical skills

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