

## Accounts Executive - Plateau

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Company: Fuzu

Location: Nigeria

Category: office-and-administrative-support

### Job Summary

Contract Type:

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### Job Description

Recording and categorizing expenses, and preparing financial reports

Prepare monthly account reconciliation

Taking care of tax returns and making sure they're paid in time

Examining the accuracy of financial documents and where they stand with laws and regulations

Offering advice to organizations on how to reduce cost, improve their revenue, and boost profit

Finding and addressing any discrepancy in accounting

Keeping account books and systems up to date.

Working with external auditors

Recording payments and disbursements.

### Responsibilities

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