

Finance Officer

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Company: Fuzu

Location: Nigeria

Category: office-and-administrative-support

Job Summary

Contract Type:

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Requirements

Bachelor's Degree in Finance, Accounting, or a related field is required.

1 - 5 years relevant work experience.

Excellent problem-solving, analytical, technical, IT, and numerical skills

Proficient in Microsoft Excel and PowerPoint

Demonstrated creative and critical thinking skills

Able to work on multiple projects simultaneously

Strong communication, presentation, interpersonal, and time management skills

Ability to develop and implement accounting systems

Solid understanding of financial statistics and Accounting Principles

Solid understanding of basic bookkeeping and accounting payable principles

Proven ability to calculate, post and manage accounting figures and financial records

Experience with SAGE & QUICKBOOKS would be advantageous.

How to Apply

Interested and qualified candidates should send their Resumes using the Job Title as the subject of the email.

Responsibilities

Preparing customer invoices and reconciling customer accounts within the general ledger

Preparing the monthly receivables statements.

Making copies of any cheques or bank slips received and ensuring they have been appropriately filed.

Following up on customer invoices, and ensuring they have been received

Post receipts to the appropriate account and verify the details of the transaction.

Monitoring customer account details for irregularities, delayed payments, and non-payments, and reporting this to the Finance Manager.

Communicating regularly with the customer either through the phone, email, or face-to-face interactions.

Providing support to other members of the finance team.

Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.

Reconciling processed work by verifying entries and comparing system reports to balances

Maintaining historical records and adequately storing and filing documents.

Paying employees by verifying expense reports and preparing paychecks

Paying vendors by scheduling paychecks and ensuring payment is received for outstanding credit; generally responding to all vendor inquiries regarding finance

Prepare analysis of accounts and produce monthly reports.

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