

## General Accountant

### Qualifications

- Bachelor's degree in accounting, Finance, or a related field.
- Minimum of 2 years of accounting experience.
- Proficiency in accounting systems and software (e.g., Odoo, SAP, Oracle).
- Strong Excel skills (formulas, Pivot Tables, etc.).
- Strong attention to detail and high level of accuracy.
- Good communication and organizational skills.

### Responsibilities

- Record daily financial transactions and maintain accurate general ledger accounts.
- Prepare journal entries, reconcile accounts, and perform month-end and year-end closing activities.
- Generate financial statements and reports, ensuring completeness and accuracy.
- Monitor and manage accounts payable and accounts receivable processes.
- Reconcile bank statements and resolve discrepancies promptly.
- Support budgeting and forecasting activities with relevant financial data.
- Assist with audits by preparing necessary documents and responding to queries.
- Ensure compliance with internal policies and external financial regulations.
- Maintain proper documentation and filing of accounting records.
- Collaborate with cross-functional teams to provide financial insights as needed.

### Employment Type

Full-time

### Department

Accounting

### Location

6th of October

### Date Posted

May 27, 2025