

## **Post: Accounts Assistant**

### **Job Description**

1. Bachelor's degree in Commerce, Accounting or relevant field is required
2. Performing basic office tasks, including answering phones, responding to emails, processing mail, filing, etc.
3. Maintaining a database, ensuring that records are complete and current.
4. Recording information, processing, and filing forms.
5. Preparing checks, deposits, budgets, and financial reports.
6. Updating ledgers, researching, and resolving discrepancies.
7. Abiding by all company procedures and accounting principles.
8. Responding appropriately to a vendor, client, and internal requests.
9. Ensuring Accounting Department runs smoothly and efficiently.