|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SECTION 1: Identifications of the Position | | | | |
| **Position:**Accounting Manager | | **Position Code:**AC-01 | | **Position Type:**Full-Time |
| **Career Level:**Middle-Management | | **Departement:**Accounting | | **Function:** N/A |
| SECTION 2: Job Requirements | | | | |
| 2.1 | **Educational Background:**  Bachelor’s Degree in Business, Fianance, accounting, MBA (added advantage) | | | |
| 2.2 | **Trainings:**  Various Accounting Trainings | | | |
| 2.3 | **Experiences:**  8 years of relevant experience | | | |
| 2.4 | **Skill:**  Computer knowledge (MSFT Office, ERP, Internet Use)  Knowledge of statistics: Yes | | | |
| 2.5 | **Language:**  Arabic, English, Frensh (added advantage) | | | |
| **SECTION 3: Reporting Line** | | | | |
| **Responsible for whom:** | | | **Responsible towards whom:** | |
| - Accountant | | | - Finance Manager | |
| **SECTION 4: Personal Relations** | | | | |
| **Internal:** | | | **External:** | |
| - All the departments | | | - Costumer | |

|  |  |
| --- | --- |
| SECTION 5: Missions of the Department | |
| Preparing the financial statements, maintaining the general ledger, paying bills, billing customers, payroll, cost accounting, financial analysis | |
| SECTION 6: Position Summary | |
| Include analyzing and transferring cash between various bank accounts, and managing daily financial processing, including auditing, analyzing, Fixed Assets, AP, AR cash receipts, billing, period end closing and Taxation | |
| SECTION 7: Roles & Responsibilities | |
| Operational flexibility is required to meet sudden and unpredictable needs.The duties mentioned below are representative of the essential functions of the position but are not limited to, the following: | |
| 7.1 | **Accounting Function Management:**   1. Establish, maintain, and communicate journal entry policy and procedure 2. Monitor journal voucher and post journal entries 3. Manage issued checks and payment vouchers 4. Perform quality assurance on general ledger 5. Handle all accounting team issues (leave requests, evaluation, conflicts) 6. Create and implement ideas to achieve significant process improvements 7. Develop and train employees’ skills and knowledge 8. Set and manage Accounting Department workload |
| 7.2 | **Fixed Assets:**   1. Establish, maintain, and communicate fixed assets policy and procedure 2. Calculate and record fixed asset depreciation 3. Manage asset transfer, disposal, acquisition, capitalization, and adjustment records and repair expenses |
| 7.3 | **Accounts Payable:**   1. Analyze and reconcile AP 2. Process payments and transfers to suppliers 3. Manage freight and customs payments 4. Manage invoices, credits, billings, settlements, and statements |
| 7.4 | **Accounts Recievable:**   1. Record and review customer payments 2. Prepare customer balances statements 3. Manage outsanding invoices |
| 7.5 | **Analyze & Reconcile Accounts:**   1. Establish, maintain, and communicate reconciliation policy and procedure 2. Manage bank reconciliations 3. Manage vendor and customer account reconciliations 4. Manage the reconciliation between fixed assets register and the general ledger |
| 7.6 | **Period-End Closing & Financial Consolidation**   1. Establish, maintain, and communicate regulatory reporting policy and procedure 2. Manage period-end closing and consolidate financial results 3. Review period-end fixed asset reports |
| 7.7 | **Bank & Cash Management:**   1. Check daily cash movement 2. Monitor table of maturities 3. Monitor banks’ interest and commission 4. Manage banks’ letters and correspondences |
| 7.8 | **Intercompany Management**   1. Establish, maintain, and communicate intercompany accounting policy and procedure 2. Monitor payables due from and due to associated companies 3. Manage intercompany transactions and related documentation |
| 7.9 | **Audit & QA**   1. Prepare regulatory reports in coordination with the auditor 2. Perform quality assurance by validating against source documents and ensuring correct accounting |
| 7.10 | **Maintain Accounting Master Data**   1. Establish, maintain, and communicate accounting master data structure, policies and procedures 2. Manage and maintain vendor and customer master data 3. Maintain accounting master data including chart of accounts, income statement and balance sheet |
| 7.11 | **Taxation**   1. Manage tax planning strategy 2. Review tax analysis for regulatory reporting 3. Monitor tax payments |
| Section 8: Required Reports | |
| 8.1 | 1. Cash flow statement (weekly) 2. Table of maturities (weekly) 3. Accounts payable statement (monthly) 4. Accounts recievable statement (monthly) 5. Income statement (monthly) 6. Balance sheet (quarterly) 7. Cars maintenance report (quarterly) 8. Employee loan report (quarterly) |