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| SECTION 1: Identifications of the Position | | | | |
| **Position:**Accountant | | **Position Code:**AC-02 | | **Position Type:**Full-Time |
| **Career Level:**Entry - Intermediate | | **Departement:**Accounting | | **Function:** N/A |
| SECTION 2: Job Requirements | | | | |
| 2.1 | **Educational Background:**  Bachelor’s Degree in Business, Fianance, Accounting | | | |
| 2.2 | **Trainings:**  Various Accounting Trainings is a plus | | | |
| 2.3 | **Experiences:**  2-3 years of relevant experience | | | |
| 2.4 | **Skill:**  Computer knowledge (MSFT Office, ERP, Internet Use)  Knowledge of statistics: Yes | | | |
| 2.5 | **Language:**  Arabic, English, French (added advantage) | | | |
| **SECTION 3: Reporting Line** | | | | |
| **Responsible for whom:** | | | **Responsible towards whom:** | |
| - None | | | - Accounting Manager | |
| **SECTION 4: Personal Relations** | | | | |
| **Internal:** | | | **External:** | |
| - All the departments | | | - Costumer | |

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| SECTION 5: Handling of specific equipment | |
| Laptop | |
| SECTION 6: Missions of the Department | |
| Preparing the financial statements, maintaining the general ledger, paying bills, billing customers, payroll, cost accounting, financial analysis | |
| SECTION 7: Position Summary | |
| Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization | |
| SECTION 8: 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: | |
| 8.1 | **General Accounting :**   1. Implement journal entry policies and procedures 2. Prepare, file journal voucher & post journal entries and maintain documentation 3. Issue checks and payment vouchers and filing them accordingly |
| 8.2 | **Fixed Assets :**   1. Implement Fixed Asset policies and procedures 2. Calculate and Record Depreciation 3. Process & Record Asset transfers, disposal, acquisition, capitalization, enhancement, adjustment and repair expense |
| 8.3 | **Account Payable :**   1. Record & process payments 2. Open LC's and make transfers to the suppliers concerning sister/daughter company invoices 3. Process inbound / outbound invoices, credits, billings, settlements, and statements 4. Process and record freight and customs payments 5. Process Vendor Down Payments / Prepayments |
| 8.4 | **Recievable :**   1. Record & process customer payments 2. Print customers balances for salesmen (daily) 3. Record and process all expense payments and deposits to banks |
| 8.5 | **Analyze & Reconcile Accounts:**   1. Implement reconciliation policies and approach 2. Perform bank reconciliations 3. Perform customer and vendor accounts reconciliations 4. Reconcile fixed assets register with G/L 5. Perform vendor statement reconciliations 6. Reconcile Tax Accounts |
| 8.6 | **Close Books & Consolidate Financial Results**   1. Implement regulatory reporting policies and procedures 2. Close books, execute period-end accounting entries and consolidate financial results 3. Prepare Period End Fixed Asset Reports |
| 8.7 | **Bank & Cash Management:**   1. Check daily cash movement 2. Calculate banks’ interest and commission 3. Issue banks’ letters and correspondences |
| 8.8 | **Intercompany**   1. Implement intercompany accounting policies and procedures 2. Prepare table of maturity, trial balance, statement of account for sister/daughter companies 3. Generate intercompany transactions and balance data and related documentation |
| 8.9 | **Audit & QA**   1. Prepare and communicate regulatory reports to auditor |
| 8.10 | **Maintain Accounting Master Data**   1. Implement accounting master data structure, policies and procedures 2. Manage and maintain vendor and customer master data |
| 8.11 | **Taxation**   1. Develop and implement tax planning strategy 2. Perform Tax Analysis for regulatory reporting 3. Prepare and followup on tax payments |
| Section 9: Required Reports | |
| 9.1 | 1. Cash movement and maturities (weekly) 2. Cars maintenance report 3. Employee loan report |