



Job Description

Account Executive

About the job:

The Account Executive need to have extensive knowledge of the concepts of Book Keeping & Accountancy. He/she should be a team-spirited, skilled and imaginative person with an eye for zero error Accounting.

KRA's:

- 1. Documenting Financial Transactions:** Responsible for recording and documenting all financial transactions, including sales, purchases, expenses, and revenues
- 2. Reviewing Financial Documents:** Review financial documents and reports to identify and resolve any discrepancies or irregularities in the financial data
- 3. Financial Analysis:** Analyze accounting options and recommend financial actions based on their analysis, assisting the organization in making informed decisions.
- 4. Cooperating with Auditors:** Collaborate with auditors in preparing audit reports, providing the necessary financial data and information for the auditing process
- 5. Financial Statement Analysis:** Prepare, analyze, and present financial statements, including the cash flow statement, balance sheet, and profit and loss statement, to provide insights into the financial health of the organization
- 6. Compliance:** Adhere to financial policies and regulations while carrying out responsibilities within the organization
- 7. Financial Reporting:** Publish financial statements in a timely manner, ensuring accurate representation of the organization's financial position and performance.
- 8. Tracking Payments:** Track payments to internal and external stakeholders, ensuring proper recording and documentation of financial transactions.
- 9. Reconciliation:** Reconcile already documented reports, statements, and transactions to ensure accuracy and consistency in the financial records.



Requirements:

1. Bachelor's degree in accounting or equivalent.
2. Proficient in managing accounting software.
3. Proficient in MS Office, Google Suite Applications.
4. Knowledge of accounting and taxation laws and keeping abreast of the changes.
5. Excellent record-keeping and accounting skills with high ethics.
6. Minimum 1-2 years of experience as an accountant.