

Accountant

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Company: Paradise Placement Consultancy

Location: Kampala

Category: business-and-financial-operations

Job Description:

Book Keeping in Accounting Software on daily basis (such as Purchase, Purchase journal, Journal, Receipt & Payments, credit/Debit Note) Updation of Bank transactions and reconciliation on daily basis.

Ensuring Monthly Bank Reconciliation and Keeping and Maintaining of such record
Customer Reconciliation & Vendor Reconciliation in co-ordination with Manager Updation of ledgers and reconciliation of the same Reviewing & Checking of Purchases entries as per SOP.

Preparation of Overdue receivable report and circulating the same with Sales Team
Weekly preparation of Overdue payable report Assisting with audits, fact checks and resolving discrepancies, if any Preparing MIS and business performance report, cash flow statement, Yearly Budget and comparison of actual vs budget Perform General Ledger scrutiny and submitting monthly stock statement Well versed with process of bill checking of the contractor and supplier as per company policy.

Assist in Balance Sheet finalization.

Desired Profile / Criteria / Skills :

Good Working knowledge of ERP software , Microsoft office and NAV, Tally ERP 9 With a hands on experience of 4 to 7 years in a manufacturing company along with knowledge of computerized as well as manual Vouching, Billing, Debit / Credit Entries, Cash Book,

Ledgers, Bank Reconciliation, Income Tax, TDS, GST, PF, ESIC, Insurance and e-filing of their returns, P and L, Balance Sheet, Inventory etc in a manufacturing unit independently.

Working knowledge of Microsoft Nav software is preferred.

B.Com/M.com/ MBA in Accounts/CA Dropout preferred

Key Skills :

Accountant

Tally Erp

Inter-ca

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