

JOB VACANCY **Accounts Assistant**

Position: Accounts assistant

Reports to: Accountant

Liaises with: Other departments

Purpose of the position:

Support the Chief Accountant in carrying out the responsibilities of the accounting department. Prepare journal entries, maintain balance sheet schedules, ledgers, accounts and bank reconciliations. Assist with monthly closings and accounts analysis. Assist with all duties relevant to the department.

Major Responsibilities:

- Bank Reconciliations
- Manage the stock level of entrance tickets and record the proceeds from all events
- Managing book stock
- In charge of the accounting for all receipt and filling of all documents
- Write cheques for approved expenses
- Prepare invoices and keep track of payments
- Monthly Payroll (Salaries, PAYE, SSNIT, 2ND AND 3RD TIER)
- Assist in filling all relevant documentation with various government bodies.

Education and experience:

- Bachelor of Arts in Accounting, (Higher national Diploma accepted)
- Ability to speak and write French will be an added advantage
- At least two years working experience
- knowledge of Quickbooks an advantage

Keys competences:

- Accuracy with numbers
- Good command of MS Office Suite and Excel
- Dynamic and self-motivated
- Flexibility, reliability and professionalism
- Excellent team player
- Good organizational skills

Working Hours: 40 Hours per week. (Monday-Friday).

Mode of application: Kindly send your CV and application letter to admin.assistant@afaccra.com and comptable@afaccra.com before 27th of March, 2021.