

## **POSITION TITLE: Accounts Assistant**

### **REPORTS TO: Accounts Manager**

**POSITION SUMMARY:** Accounts assistants provide administrative support to accountants, undertaking clerical tasks such as typing, filing and basic bookkeeping.

Working directly for the Accounts Head/Manager accounts assistants help to maintain the office and keep it running smoothly.

#### **DUTIES AND RESPONSIBILITIES:**

- Update accounts payable and perform reconciliations
- Record Bank transactions & perform reconciliations
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
- Assist with reviewing of expenses, payroll records etc. as assigned
- Update financial data in databases to ensure that information will be accurate and immediately available when needed
- Prepare and submit weekly/monthly reports
- Assist Accounts manager in the preparation of monthly/yearly closings
- Assist with other accounting projects

#### **PREREQUISITES:**

Strong organizational skills with attention to detail. Ability to compile facts and figures. Command of the English language both written and verbal.

#### **EDUCATION:**

Graduate or Master of commerce or BS in Accounting preferred

#### **EXPERIENCE:**

6 months to 1 year work experience with previous Accounting Office experience or experience in Hotel or Hospitality related Finance and Accounting.