

United Arab Emirates Jobs Expertini®

Jr. Accountant

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Company: Slide Corporate Services

Location: dubai

Category: other-general

We are looking for a highly qualified and experienced Jr. Accountant. You will play a crucial role in managing the financial operations of the company, always ensuring accuracy and compliance. The objective of the role is to manage monthly accounting and book-keeping. Handling accounting entries, bookkeeping and daily accounting operations. MIS reporting, banking, and bank reconciliations. Strong attention to detail and accuracy. Assist with day-to-day accounting tasks, including accounts payable and receivable. Process invoices and expense reports. Maintain accurate and up-to-date financial records, Prepare financial statements and reports. Assist in departmental budgeting and forecasting. Issuance of reports on time regularly. Maintain digital and physical financial records. Preparation of VAT returns, refund applications. Performs general accounting functions, accounting records, and other related duties in the daily administration of the accounting department. Ideal Candidate Bachelor of Commerce in Accounting & Finance or CA. Master of Commerce in Accounting & Finance is an added advantage. Minimum 2 years' experience in Tally Accounting Software and MS Excel. Knowledge of ZOHO Books and other ZOHO business tools is an added advantage. Knowledge of basic accounting. Ability to handle pressure, cope with changes and work concurrently on multiple tasks. Strong analytical, interpersonal, management skills and capability to work well within a multicultural team environment. English proficiency is a must. Exceptional communication and interpersonal skills, and telephone etiquette. Connecting businesses with strategic consulting expertise

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