



Accounting Manager

Primary Functions and duties:

S/he Maintains the company accounting system. By Assisting in all aspects of accounts maintenance and budget control, fixed assets, Inventory and Cost analysis. Including but not limited to provide monthly & quarterly reports on financial status projects, procedures, exchange rates, costs and payments.

- ❖ S/he is a key person for company accounting and financial control.
- ❖ Ensure that proper internal controls are in place and are followed with cooperation of the company external accounting control.
- ❖ Helping in budget Forecast for offers and tenders as needed.
- ❖ Manage petty cash, including processing requests, disbursements.
- ❖ Prepare internal vouchers/journal entries for recording accounting transactions.
- ❖ Prepare checks and bank transfers for signature.
- ❖ Maintain checks, postings, and accounting documents.
- ❖ Processing and control the payments and from clients and vendors including but not limited to forms, invoices, checks, records etc...
- ❖ Maintain Payroll, time sheets, per diem allowances, social installments, income taxes prepare...etc.
- ❖ Ensure that the company internal Regulation complies with all Egyptian laws and regulations related to taxes and social insurance.
- ❖ Implement and create new systems and /or improve existing systems to save time in performing monthly accounts analysis.
- ❖ Liaises with officials of banks on all matters concerning to maintenance of Company bank account including banks account reconciliations and balance.
- ❖ Prepare the monthly GL accounts closing and prepare the remarkable figures analysis.
- ❖ With Cooperation of Administration department overseeing and control the social insurance and other labor social & medical expenses .

Desired Skills and Experience

- Experience at least 5 years of experience. With proven track record.
- Graduated from reputable university.
- English language is highly desired.

Alignment:

- ❖ Aligned and responsible to all Egyptian laws and regulations related to taxes and social insurance.
- send your resume to info@digitalEra4IT.com
- Closing date is Jan 8th ,2018

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