

Job Description-Accounts & Finance Executive

The Accounts & Finance Executive is responsible for documenting & overseeing accounts & financial matters.

Duties & Responsibilities

- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Keep tracks of Accounts Payable & Receivables.
- Responsible for generating sales tax invoices to customers
- Responsible to oversee tax matters with FBR & other Govt. agencies (with the help of legal consultant)
- Responsible for looking after banking matters.

Education & Experience

- Bachelors Degree (B.COM, ACCA)
- Experience: Minimum 3 years' experience in similar role.

Knowledge & Skills

Accounting, Corporate Finance, Reporting Skills, Attention to Detail, Deadline-Oriented, Reporting Research Results, SFAS Rules, Confidentiality, Time Management, Data Entry Management, General Math Skills, well versed with Pakistan Taxation matters

Preferred

- Positive attitude
- Passion for hard work & growth
- Multitasking ability
- Nearby Resident

Salary Range: 30,000~60,000 (Negotiable)

Email your CV to careers@lineman.pk