

Leading beverages Client is urgently looking for a Female - Accounts Manager

Location: Karachi



Steps Ahead
Private Limited

Accounts Manager (FEMALE)

- **Education:** B.COM/ M.Com *[No ACCA/CA/MBA(Fin) needed]*
- **Location:** Karachi
- **Experience:** 5 years
- **Salary:** Upto 55K

Skills Required:

- Having an aptitude for numeracy thrive.
- Should have Hands On experience in:
 - QuickBooks
 - Microsoft Excel

Key Responsibilities:

- Deep knowledge of Applicable Taxes:
 - Sales Tax
 - Income Tax
- Exceptional knowledge of accounting procedures
- Wide knowledge of governmental accounting principles and practices
- Proficient in financial concepts and practices
- Solid understanding of computers and preparing financial reports

Objective:

- Process and prepare financial and business forms for the purpose of checking account balances.
- Perform routine calculations to produce analyses and reports as requested by the finance department.
- Help oversee and manage individual accounts.
- Create, send, and follow up on billing invoices, vendor coordination.
- Review and adhere to department budgets.
- Collect and enter data for various financial spread sheets.
- Review and audit financial statements and reports.
- Managing cash flow.

Candidates having relevant experience and qualification can send their updated profiles, till **September 30, 2020**.