

# WE'RE HIRING!

## ASSISTANT MANAGER FINANCE



### Qualification:

**CA, ACCA, or  
MBA (Finance)**

### Experience:

**2 – 5 Years in Similar Capacity**

### Salary Range:

**55k to 65k  
With Other Benefits**

### Responsibilities:

- Quick Book Data Entry
- Timely & accurate filing for:
  - Income & Sales Tax
  - EOBI & Social Security
  - Vendor Payments
  - Employees Accounts
- Maintenance of AP/AR
- Bank Reconciliation
- Coordination with Tax Consultant for Audit & Annual Return Filing

**Send your profiles till December 31, 2021**