



Accountant

Roles and Responsibilities

- Verify, allocate, post and reconcile accounts payable and receivable;
- Produce error-free accounting reports and present their results;
- Analyze financial information and summarize financial status;
- Spot errors and suggest ways to improve efficiency and spending;
- Review and recommend modifications to accounting systems and procedures;
- Manage accounting assistants and bookkeepers;
- Participate in financial standards setting and in forecast process;
- Provide input into department's goal setting process;
- Prepare financial statements and produce budget according to schedule;
- Assist with tax audits and tax returns;
- Direct internal and external audits to ensure compliance;
- Plan, assign and review staff's work;
- Support month-end and year-end close process;
- Develop and document business processes and accounting policies to maintain and strengthen internal controls;
- Ensure compliance with GAAP principles

Educational Qualifications

- Bachelors Degree in Accounting/Finance

Experience Requirements

- Minimum of 5 years Experience in Accounting

To apply for jobs, visit the [Empower jobs portal](#).