

Boundless Technologies

<https://www.boundlesstech.net/blogs/job/accountant/>

Accountant

Description

We are looking to hire a young and energetic Accountant for our firm. This is a base position for candidates looking to work as a business consultant in future.

Responsibilities

The ideal candidate will be working on the following tasks:

- Manage general accounting tasks on daily basis and assist in maintaining data hygiene in accounting software.
- Review transactions, reconcile accounts, and resolve discrepancies with clients for quarterly and annual closings
- Assist in quarterly management reports and dashboards/KPIs
- Assist in reconciliation of data for audit and tax purposes at year end
- Assist in monthly service tax and employee tax data for filing
- Assist in developing and implementing SOPs to ensure smooth reporting and compliance
- Assist in monitoring all financial matters of the clients
- Liaison with the clients to resolve business operational issues
- Evaluate and monitor action points with weekly progress and report them on timely basis
- Any other task as assigned by the management

Qualifications

- ACCA/ICMA/CMA or Bachelors in Accounting and Finance with minimum 1 year of working experience in similar field
- Self-management to work independently and autonomously
- Good communication skills
- Hands-on experience with Microsoft Excel, Word and Powerpoint
- Ability to meet deadlines and desire to learn constantly
- High integrity and work ethics
- Analytical skills to resolve client queries

Job Benefits

Join Ignite & Infinite and be part of a creative team that values innovation and excellence. Apply today to contribute your design skills and grow with us!

Hiring organization

Boundless Technologies

Employment Type

Full-time, Part-time

Industry

Information Technology

Job Location

Office # 9, Ground Floor, Dashtiyar Pride, Block 13-D, Gulshan-e-Iqbal, Karachi-75400, Pakistan, 75400, Karachi, Sindh, Pakistan

Working Hours

09 : 00 to 06 : 00

Base Salary

PKR 30000 - PKR 40000

Date posted

September 19, 2024