

Accountant Job Description

Job Title:	Accountant
Functional Area:	CFO
Experience	Varies between 1-3 years of Experience
Working hours	Full time
Location	Egypt
Career level	Medium

About the Job

- Prepare asset, liability and capital account entries by compiling and analyzing account information
- Document financial transactions by entering account information
- Recommend financial actions by analyzing accounting options
- Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement and other reports
- Substantiate financial transactions by auditing documents
- Maintain accounting controls by preparing and recommending policies and procedures
- Guide accounting clerical staff by coordinating activities and answering questions
- Reconcile financial discrepancies by collecting and analyzing account information
- Secure financial information by completing database backups
- Verify, allocate, post and reconcile transactions
- Produce error-free accounting reports and present their results
- Analyze financial information and summarise financial status
- Provide technical support and advice on management
- Review and recommend modifications to accounting systems and procedures
- 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
- 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
- Communicate effectively with clients
- Contribute to a strong client relationship through positive interactions with client personnel
- Communicate with Manager and/or Director on work status and client issues that arise

Job Requirements

- Thorough knowledge of basic accounting procedures and principles
- Awareness of business trends
- Experience with creating financial statements
- Experience with general ledger functions and the month-end/year end close process
- Excellent accounting software user and administration skills
- Accuracy and attention to detail
- Aptitude for numbers and quantitative skills
- Bachelor's Degree in appropriate field of study or equivalent work experience
- Intermediate understanding of accounting and reporting standards, gaining experience in researching as it relates to accounting issues