

Job Description for Senior Accountant

The senior accountant will be responsible for applying accounting principles and procedures to analyze financial information, prepare accurate and timely financial reports and statements and ensure appropriate accounting control procedures.

Main Job Tasks and Responsibilities

- Compile and analyze financial information to prepare financial statements including monthly, quarterly and annual accounts on a timely basis
- Ensure financial records are maintained in compliance with accepted policies and procedures
- Prepare journal entries
- Manage accounts receivable and accounts payable as well as administer payroll
- Establish and monitor the implementation and maintenance of accounting control procedures
- Resolve accounting discrepancies and irregularities
- Continuous management and support of budget and forecast activities
- Monitor and support taxation issues
- Financial audit preparation and coordinate the audit process
- Ensure accurate and appropriate recording and analysis of revenues and expenses

Education and Experience

- accounting degree or equivalent
- Knowledge of accepted accounting and auditing practices and principles
- Thorough understanding of applicable laws, codes and regulations
- Knowledge and experience of one or more accounting applications
- A minimum of 3 years experience in the management of financial systems and budgets, financial reporting, financial data analysis, auditing, and taxation