

POSITION SUMMARY- Accountant

Accountant is required to prepare balance sheets, profit and loss statements and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments and obligations incurred to predict future revenues and expenses. Reports organization's finances to management and offers suggestions about resource utilization, tax strategies and assumptions underlying budget forecasts.

PRIMARY RESPONSIBILITIES

- Provides financial information to management by researching and analyzing accounting data; preparing reports.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing database backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains customer confidence and protects operations by keeping financial information confidential.

QUALIFICATIONS

- B.com

EXPERIENCE

- 1-3 Years

REQUIRED SKILLS / ABILITIES

- Accounting; Experience with financial reporting requirements
- Experience in working with multiple legal entities under different legal umbrellas
- Reporting Skills
- Attention to Detail
- Deadline-Oriented
- Reporting Research Results
- SFAS Rules
- Confidentiality
- Time Management
- Data Entry Management
- General Math Skills