



WE'RE HIRING

Accounts Executive

We are looking for a qualified Accounts Executive to join our team at a leading BOI-approved manufacturer in Boralesgamuwa.

Responsibilities :

- Maintain accurate and up-to-date financial records through daily data entry.
- Handle bank transactions including deposits, withdrawals, and reconciliations.
- Prepare and process payments.
- Assist with the preparation of financial reports.
- Ensure compliance with financial regulations and internal controls.
- Other accounting duties as assigned.

Preferred :

- Below 35 years of age.
- Having a motorcycle with a valid license.
- Living close to Boralesgamuwa.

Qualifications :

- Associate of Accounting Technicians (AAT) or equivalent qualification
- Minimum of 2 years of experience in a manufacturing company or financial position.
- Excellent communication and interpersonal skills.
- Proficient in Microsoft Office Suite (Excel) and accounting software (QuickBooks).

To Apply :

- Email your CV to **jdventure@sltnet.lk**
accounts@jdventure.com
- Whatsapp your CV to **0777427337**.
- **Please call 2516570 for more information.**