



sarasavi
THE BOOKSHOP

WE ARE HIRING



Accounts Assistant

About Us: Sarasavi Bookshop (Pvt) Ltd is a dynamic and growing book company committed to delivering excellent service. We pride ourselves on our innovative approach and dedication to customer satisfaction. We are currently seeking a motivated and detail-oriented Accounts Assistant to join our team.

Job Description: As an Accounts Assistant, you will support the accounting department in various tasks, ensuring accuracy and efficiency in all financial operations. This role requires a high level of attention to detail, organizational skills, and the ability to work collaboratively.

Key Responsibilities:

- Assist in the preparation and maintenance of financial records and reports.
- Perform data entry and ensure the accuracy of financial information.
- Reconcile bank statements and accounts.
- Assist with accounts payable and receivable processes.
- Prepare invoices and follow up on outstanding payments.
- Support the preparation of financial statements and budgets.
- Assist in the preparation of tax filings and compliance reports.
- Handle administrative tasks related to accounting, such as filing and document management.
- Collaborate with other departments to ensure accurate financial reporting.

Qualifications:

- Bachelor's degree in Accounting, Finance, or a related field.
- Proven experience as an Account Assistant or similar role.
- Proficiency in MS Office, particularly Excel; familiarity with accounting software (e.g., QuickBooks, SAP) is a plus.
- Strong organizational and time-management skills.
- Excellent attention to detail and accuracy.
- Good communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Basic understanding of accounting principles and procedures

Salary: Negotiable

Manager - Human Resources
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