

Title: Accounts Assistant

Job Description:

Responsibilities:

- Book Keeping
- Track expenses, budget, taxes, receipts and other financial dealings of company
- Logging Accounts Payable and receivable invoices
- Tracking Enquiries
- Raising Purchase Orders and Invoices
- Filing
- Document Control
- Internal Sales - administrative support

The ideal candidate will be well organized and comfortable dealing with financial data. The individual will be responsible for overseeing the accounts payable and receivable, processing purchase orders and invoices and general book-keeping tasks. The candidate should be excellent at recording data and have an ability to produce clear financial reports. The appropriate candidate should be flexible and be able to provide administrative support to the internal sales function of the business as and when required.

Qualifications

- Bachelor's degree in accounting or related field
- 3+ years of experience in related field
- Proficient in Microsoft Office suites and QuickBooks
- Strong organizational and analytical skills Detail oriented

Career Progression Opportunities

- Accountant
- Senior Account
- Finance manager

At Online Cables Our goal is to provide our employees with a fun, rewarding environment and a platform for growth of their own career, complementing the growth of the company. Employees whom are committed to their own path and that of the companies will be rewarded with new, challenging opportunities that continue to develop their skills and the value we bring to our clients as a company!