Job brief

We are looking for an Accountant to manage all financial transactions, from fixed payments and variable expenses to bank deposits and budgets.

Accountant responsibilities include auditing financial documents and procedures, reconciling bank statements and calculating tax payments and returns. To be successful in this role, you should have previous experience with bookkeeping and a flair for spotting numerical mistakes.

Ultimately, you will provide us with accurate quantitative information on financial position, liquidity and cash flows of our business, while ensuring we’re compliant with all tax regulations.

Responsibilities

Manage all accounting transactions

Prepare budget forecasts

Publish financial statements in time

Handle monthly, quarterly and annual closings

Reconcile accounts payable and receivable

Ensure timely bank payments

Compute taxes and prepare tax returns

Manage balance sheets and profit/loss statements

Report on the company’s financial health and liquidity

Audit financial transactions and documents

Reinforce financial data confidentiality and conduct database backups when necessary

Comply with financial policies and regulations

Requirements and skills

Work experience as an Accountant

Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP)

Hands-on experience with accounting software like FreshBooks and QuickBooks

Advanced MS Excel skills including Vlookups and pivot tables

Experience with general ledger functions

Strong attention to detail and good analytical skills

BSc in Accounting, Finance or relevant degree

Additional certification (CPA or CMA) is a plus