**Title:** Senior Accountant

**Job Description:** General accounting including Perform accounting functions, preparing journal entries, maintaining balance sheet schedules and ledgers and account and bank reconciliations. Assisting with monthly closings and account analysis

**Duties**

• Prepare journal entries

• General ledger operations

• Monthly closings and preparation of monthly financial statements

• Reconcile and maintain balance sheet accounts

• Draw up monthly financial reports

• Administer accounts receivable and accounts payable

• Prepare tax computations and returns

• Assist with payroll administration

• Account/bank reconciliations

• Assist with preparation and coordination of the audit process Responsibilities: The senior accountant should:

• be accurate and attentive to detail

• display sound work ethics

• be honest & trustworthy, with a lot of confidentiality

• be respectful and flexible

• have good planning and organizational skills

• have problem analysis and problem-solving skills

**Educational Background:** Bachelor’s degree in Accounting, Finance or other related fields (Masters is a plus)

**Professional Experience:** The candidate should have a minimum of five-year experience in the accounting field