

Required for Hiring “ Accounting Officer – Full Time ” Remotely

Key Responsibilities

1. Preparing periodic financial reports (financial statements, trial balance, cash flow statement) to evaluate the financial performance of the institution.
2. Prepare annual budget and track expenses to ensure optimal use of resources.
3. Preparing and filing tax returns.
4. Record all incoming donations and determine their nature (general, restricted, etc.)
5. Ensure that restricted donations are used in accordance with the terms specified by the donor.
6. Preparing periodic reports for donors on the use of their donations.
7. Follow up costs and revenues associated with each project.
8. Preparing detailed financial reports for each project
9. Ensure that all financial transactions comply with regulations and laws.
10. Review of legal contracts related to financing and projects
11. Cooperation with auditors, legal advisors, and regulatory institutions
12. Providing financial support to other departments and responding to inquiries.
13. Follow up donation transfers on the website.
14. Follow up POS transactions on a daily basis.
15. Follow up monthly expenses and prepare reports.

Job requirements:

- Bachelor of Commerce / Accounting.
- Certificates in the field of work are preferred.
- 4+ Years’ experience in accounting.
- Fluent English language.
- M.Office.

Technical Skills

- Proficiency in accounting and taxes ERP
- Knowledge of accounting standards
- Analytical skills
- Business Organization Skills
- Knowledge of Sage Accounting.

Personal Skills

- Communication Skills
- Presentation Skills
- Problem-solving Skills
- Working as a team

Send your CV to HR@handsforcharity.org and mention job name in subject.