

## JOB POSTING REQUEST FORM

### Job Details

Reference #	CP-255-2021
Company Name	Kouyoumji
Industry	Home appliances / FMCG
Vacancy	Junior Accountant
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )*	Full-time
Major	Accounting or a related field
Years of Experience	0-1
Education	Bachelor Degree
Location	Zalka & Dora
Remuneration & Benefits	
Tasks & Responsibilities	<p><u>Duties and Responsibilities:</u></p> <ul style="list-style-type: none"> <li>• Prepare accurate and timely financial reports and statements and ensure appropriate accounting control procedures.</li> <li>• Manage accounts payable, accounts receivable, and the fixed assets schedule.</li> <li>• Prepare bank and supplier monthly reconciliations and follow up any discrepancies.</li> <li>• Analyze inventory data and implement cost accounting systems.</li> <li>• Assists in the preparation of all required governmental reports.</li> <li>• General Bookkeeping</li> </ul> <p><u>Skills Required</u></p> <ul style="list-style-type: none"> <li>• Well organized, accurate and gives great attention to details.</li> <li>• Good knowledge of computer applications.</li> </ul>