



<https://www.technogroup-egypt.com/job/accountant/>

Accountant

Responsibilities

- Assist in the preparation of financial reports such as financial statements and budget performance
- Aid in the implementation of new accounting policies, standards, and guidelines
- Provide accurate, timely, and relevant recording, reporting, and analysis of financial information
- Plan, organize the reports and participate in daily warehouse operations and activities, including the receipt, documentation, storage, safety operations.
- Follow up on the receipt of the products from the factory and add the products to the system
- Send the reports to the warehouse manager, finance & supply chain department on time
- Identify areas for improvement and implement improvements to processes
- Assist with and act as the primary point-of-contact for auditor requests
- Handle sensitive information in a confidential manner

Qualifications

- Bachelor's degree in Accounting, Finance, or a related field, or an equivalent combination of education, training and experience
- 2-4 years of experience of accounting/finance background
- Demonstrate intermediate to advanced skills and knowledge of Excel, as well as other Microsoft Office applications
- Strong analytical and problem-solving skills
- Experience with ERP systems and accounting soft wares
- Excellent interpersonal skills to communicate effectively across the organization

Hiring organization

TechnoBit (Technology of Insulating Materials)

Employment Type

Full-time

Job Location

60 Mahmashat St. EL SHARABEYA Al-Sharabiya, Cairo, Al-Sharabiya, Egypt

Date posted

June 29, 2021