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Accounting Clerk

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Şirket Tanımı

POSITION DESCRIPTION

Position : Finance Clerk

Department : Finance

Reports to: Asst. Director of Finance

Working Area: Finance

PURPOSE OF POSITION

Supporting Payable, credit, general cashier and income activities.

KEY ROLES & RESPONSIBILITIES

Must have a commitment to follow all local corporate policies and procedures as they relate to Finance Department

Must have thorough knowledge of all policies and procedures as they relate to Finance department

Must have a general knowledge about general financial issues.

Must work in a safe, prudent, and organized manner.

Perform any other duties that may be assigned from time to time by Management

PERSONAL ATTRIBUTES

Must be willing to work a flexible schedule in order to accomplish all major responsibilities and tasks

Pleasant personality

Neat appearance

Display initiative

Team player

Customer/people oriented

ESSENTIAL REQUIREMENTS

Educational Requirements : Diploma / Degree in Hospitality Management and / or Accounting or equivalent qualifications

Experience Requirements : Minimum 1-2 years experience in accounting with at least 1 year in a similar capacity.

Physical Requirements: Physically fit

Special Requirements (If Any):

Usual Working Hours: Office hours

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