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| D:\i2  Logo | Job Description - Accountant |

**Job Specifications:**

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| Divisions Activity | Finance |
| **Director’s Title** | CFO |
| **Manager’s Title** | Credit Control Manager |
| **Direct Superior's Title** | Credit Control Area Manager |
| **Position’s Title** | Accountant |
| **Number of Subordinates:** | 1 Cashier |
| **Number of holders of the same title** | 18 |
| **Work Station/Premises Location** | Company Branches in different Areas (Upper Egypt – Alex & Delta – Cairo & Canal) |
| **Total Number of years of experience** | 3 |
| **Professional experience** | 1 |
| **Age (Average)** | From 24 to 28 |
| **Required Qualifications** | BA in Commerce – Knowledge of commercial laws |
| **Major Responsibilities:**   * Review sales reps. reports and match it with goods transferred and amounts delivered to the company treasury * Review all credits and make sure that there are no delayed or exceeding of credit limits * Record all transactions on Axapta - invoices, deposits, incentives, Compensations, miscellenous payments, cheques under collection, etc * Prepare and send daily and monthly reports (delayed customers, cheques under collection status updates)and make daily closing * Follow up on warehouse documents cycle and conduct weekly and monthly physcal count on warehouses * Provide on the job training to cashiers to create second line accountants in branchs * Conduct monthly physcal count on Fixed Assets * Carry-ot any F.A. transactions | |
| **Skills:** | |
| * **Language Skills:** * **Arabic :** Mother Tongue * **English:** Good command of written and spoken | |
| * **Computer Skills:** * Professional users’ knowledge of Windows & Microsoft Office Applications * Works well on ERP Systems | |
| * **Other Skills:** * Excellent organization Skills * Excellent Team Work skills * Excellent customer service skills * Excellent ability to work under pressure | |

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| **Person’s Profile:** (self-motivated, presentable, logical, good listener, communicative, self-confident, communicative, etc.)   * Hard Worker, self-motivated, presentable, logical, good listener, communicative, self-confident, fast learner |
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