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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
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| **Skills:** |
| * **Language Skills:**
* **Arabic :** Mother Tongue
* **English:** Good command of written and spoken
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| * **Computer Skills:**
* Professional users’ knowledge of Windows & Microsoft Office Applications
* Works well on ERP Systems
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| * **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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