

ACCOUNTING OFFICER I

JOB SUMMARY:

The Accounting Officer I supports the financial operations of the organization, Works under the guidance and supervision of their senior accounts executive they contribute to maintaining accurate financial records and ensuring compliance with relevant regulations and policies.

Work also involves a range of accounting tasks and provides valuable exposure to the field of finance in an educational setting.

KEY RESPONSIBILITIES:

- Manages accounts payables functions, including reconciling invoices, verifying accuracy, and ensuring timely payments and deposits to vendors, suppliers, and service providers.
- Manages petty cash payments and reimbursements.
- Gathers, collates, classifies and manages accounting information and financial records, both electronically and physically for easy retrieval and audit purposes.
- Ensures all correspondence received and dispatched are properly logged and filed.
- Participates in internal audits to ensure compliance with financial procedures, policies, and regulatory requirements.
- Maintains compliance with financial regulations and internal policies.
- Supports projects and tasks as assigned by senior accounting staff.
- Follow up on overdue accounts.
- Posts transactions to Peachtree or similar Accounting software
- Any other job-related duties assigned by his/her immediate Supervisor/Manager or duly authorized officer.

KEY TECHNICAL COMPETENCIES:

- Proficient in accurately recording financial transactions into accounting software or spreadsheets, ensuring accuracy and completeness.
- Knowledge of handling petty cash, including disbursement, record-keeping, and reconciliation of balances, while following established policies and procedures.
- Ability to maintain organized and up-to-date financial records, both electronically and physically, ensuring accuracy, accessibility, and compliance with regulations.
- Familiarity with accounting software systems used for tasks such as data entry, report generation, and financial analysis.
- Basic Accounting Principles: Understanding of fundamental accounting concepts, including debits and credits, accruals, financial statements, and basic financial analysis.
- Ability to gather financial data, perform basic analysis, and generate reports or summaries to support decision-making and evaluate financial performance.
- Familiarity with accounts receivables and payables functions, such as reconciling invoices, verifying accuracy, and ensuring timely payments to vendors and suppliers.
- Understanding of financial regulations and internal policies governing financial transactions, reporting, and record-keeping in educational institution
- Proficiency in using spreadsheet software, such as Microsoft Excel or Google Sheets, for data manipulation, formula calculations, and financial analysis.
- Effective communication skills.
- Ability to prioritize tasks, manage deadlines
- Customer service acumen and orientation

QUALIFICATIONS & EXPERIENCE:

- ACCA Level I or equivalent accounting qualifications.
- Proficiency in Peachtree or similar Accounting Software and MS Office Suite
- At least three (3) years experience in an accounting environment