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Position: Junior Accountant

Job description:

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing data base backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Accomplishes the result by performing the duty.
- Contributes to team effort by accomplishing related results as needed.

Technical skills/Requirements:

- Bachelor Degree from Faculty of English Commerce.
- 0 - 2 years of experience in Accounting.
- Reporting Skills, Attention to Detail and Deadline-Oriented and Reporting Research.
- Confidentiality, Time Management, Data Entry Management and General Math Skills.

General skills:

- Very Good English skills.
- Communication, interpersonal, and team work skills.

Potential candidates are welcome to forward their resumes with an email subject [Junior Accountant] to human.resources@si-ware.com