

Connect Ads is NOW HIRING!

**Senior Accountant**

Cairo, Egypt

We are looking for a detail-oriented senior accountant to perform and coordinate accounting duties within our organization. The senior accountant's responsibilities include preparing financial reports, performing account reconciliations, maintaining the general ledger, preparing tax returns, assisting with audit preparations, and performing other accounting duties as assigned.

**Roles & Responsibilities**

**Accounts reconciliations**

- Review the safe balance report and ensure it matches the records and conduct the necessary reconciliation by checking each transaction and reviewing the invoices if required.
- Conduct Monthly bank accounts reconciliation by reviewing Connect Ads bank accounts, checking balances against ledger amounts and verifying that such amounts agree with financial statement items.
- Review the Bank Accounts transactions and ensure foreign and local accounts are accurately registered and conduct any reconciliation as required.

**Handle the Petty Cash**

- Review and process petty cash advances & settlements.
- Support the Inventory manager in the Quarter stock count.
- Review and check all vendors invoices and payments to avoid any duplication.

**Monthly closure reporting**

- Accrue all the recognized expenses monthly and generate reports accordingly
- Calculate the Asset's Depreciation, record the data and prepare monthly report.

**Account Receivable records**

- Oversees accounts receivable activities involving tracing sources of error, correcting billing records, processing final billings, reconciling errors, accuracy of charges on customer's bills, investigating, granting, and controlling credit, and in collecting accounts due, maintenance of accounts receivable ledger, and adjustment of customer claims.

**Customer Credit**

- Follow up with Collection and sales teams for collecting the balances of the customers.
- Maintain and reconcile customer's accounts in respect to credit terms and discounts according signed contracts and company policies and accounting standards
- Investigate credit standing of new customers, arrange terms of payment, and follow up on collection of accounts.

## Requirements

- Bachelor Degree in Accounting & Finance is preferable.
- 5 years of experience in Accounting.
- Experience with general ledger functions and the month-end/year-end close process.
- Good financial knowledge and tax techniques.
- Ability to prioritize work and Coordinate with multifunctional teams.
- Advanced MS Excel skills & accounting software.

To apply, send your CV via email to [careers@connectads.com](mailto:careers@connectads.com) with the job title in subject line.