



Influence more

### Job Overview:

On behalf of our client a restaurant, we seek to recruit a highly competent, motivated and professional individual to fill the position of Accountant.

### Job Summary:

The accountant will be responsible for creating, maintaining and providing various reports and summaries including operational drive and trend to the operation manager. Will also assist in developing compliances of accounting procedures, system, and practices; communicate with restaurant regarding the discrepancies found in daily, weekly reporting and ensuring resolution of outstanding issues.

### Key Duties and Responsibilities:

- Provides financial information to management by researching and analyzing accounting data; preparing reports.
- 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 database 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.
- Maintains customer confidence and protects operations by keeping financial information confidential.

### Skills and requirements

- Degree in Accounting, Business Admin or other accounting-related courses.
- Must possess a minimum of 4 years of experience
- Full CPA or ACCA is a must.
- Extensive knowledge about the data entry management
- Punctual, reliable and must have strong communication skill
- Knowledge and skill in cost accounting
- Knowledge about MS office, excel, and Adobe Acrobat
- Able to work in a team and produce quality output under tight deadlines
- Strong verbal and oral communication skills
- Self-motivated and strong analytical skills
- Attention to detail, prioritization skill and time management
- Quick learner with a positive attitude
- Able to sit for an extended period
- Able to lift the weight and look at the computer screen for a longer time
- Experience in retail or restaurant accounting

Interested candidates are invited to apply through [recruitment@rcsconsult.net](mailto:recruitment@rcsconsult.net)

Indicate the Job Title in the subject line. Only shortlisted candidates will be contacted.

Closing date: 30 September 2021.