

Accountant - Trading

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Company: Domo Ventures

Location: Kuwait City

Category: business-and-financial-operations

Responsibilities

Maintaining accounts receivable, document bills and supporting documentation

Maintaining accounts payable, ensure timely payment of invoices, confirming validity of the debt and gathering appropriate signatures

Updating financial records via accounting software

Gathering payroll expenses and input into appropriate entry line

Preparing quarterly budget under the purview of senior management

Analyzing financial statements and prepare balance sheet.

Reconciling the companys bank statements and bookkeeping ledger.

Completing analysis of the employee expenditures.

Managing income and expenditure accounts.

Generating the companys financial reports using income and expenditure data

Keeping a check on the companys finances based on financial status

Filing and remitting taxes and other financial obligations

Initiating and managing financial and accounting software used by the company.

Skills and qualifications:

Experience with accounting software and data entry

Excellent understanding of accounting rules and procedures, including the Generally Accepted Accounting Principles (GAAP)

Advanced knowledge and experience with spreadsheets.

Ability to work independently

Analytical skills

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