

Junior Accountant

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Company: ENTREPRENEUR RESTAURANT MANAGEMENT COMPANY

Location: Kuwait

Category: business-and-financial-operations

Job Summary:

██████████ is a key finance team member responsible for managing and maintaining accurate financial records, ensuring compliance with regulatory standards, and providing valuable financial insights to support decision-making. The primary purpose of this role is to manage financial transactions, reconcile accounts, and contribute to the organization's overall financial health.

Responsibilities:

██████████ e Recording:

Record daily sales and revenue transactions from individual restaurants.

Ensure accurate categorization and classification of revenue sources.

Invoicing Restaurants:

Generate and send invoices to individual restaurant locations.

Verify the completeness and accuracy of invoice details.

Payment Reconciliation:

Reconcile payments received from restaurant locations with issued invoices.

Investigate and resolve discrepancies in payment amounts.

Cash Handling Oversight:

Monitor and account for cash transactions received from restaurants.

Ensure compliance with cash handling procedures.

Bank Deposits:

Prepare and make regular bank deposits for cash and check payments.

Keep accurate records of deposit transactions.

Accounts Receivable Aging:

Maintain an accurate aging report for each restaurant account.

Monitor overdue payments and coordinate collection efforts.

Credit Terms Adherence:

Enforce adherence to credit terms and payment policies.

Communicate with restaurants to facilitate timely payments.

Statement Issuance:

Provide monthly statements to restaurants detailing their account activity.

Address any questions or concerns regarding statements.

Data Accuracy Audits:

Conduct regular audits of accounts receivable data for accuracy.

Identify and rectify any discrepancies in the system.

Financial Reporting Support:

Assist in preparing reports related to restaurant accounts receivable.

Collaborate with the finance team for accurate financial reporting.

System Utilization:

Effectively use accounting software to manage accounts receivable.

Stay informed about software updates and improvements.

Documentation Management:

Maintain organized records of all transactions with individual restaurant accounts.

Support documentation needs for internal and external audits.

Requirements:

Education:

Bachelor's degree in accounting, finance, or a related field.

Experience:

Entry-level positions may require minimal experience, while mid to senior-level roles may require several years of relevant accounting experience.

Skills:

- 1- **Technical Skills:** Using accounting software, spreadsheets, and financial management tools proficiently.
- 2- **Analytical Skills:** Strong analytical skills to interpret financial data, identify trends, and provide insights for decision-making.
- 3- **Organizational Skills:** Ability to manage multiple tasks, prioritize responsibilities, and meet deadlines in a fast-paced environment.
- 4- **Communication Skills:** Effective communication skills to convey financial information to both financial and non-financial stakeholders.

Competencies:

1. **Financial Knowledge:** Understanding of financial principles, accounting standards, and financial analysis.

2. **Attention to Detail:** Thoroughness and accuracy in financial record-keeping and data analysis.

3. **Organizational Skills:** Efficiently manage multiple tasks, prioritize responsibilities, and meet deadlines.

4. **Problem-solving:** Ability to identify and resolve financial discrepancies and challenges.

5. **Time Management:** Efficiently manage time to meet deadlines and address financial

responsibilities promptly.

6. Continuous Learning: A commitment to staying updated on changes in accounting principles and industry trends.

Working Conditions:

Accountants typically work in office settings, using computers and accounting software to perform their duties.

2. Deadline Pressures: Accountants often work with deadlines, especially during financial reporting periods.

3. Team Collaboration: Accountants frequently collaborate with colleagues from various departments, including finance, management, and sometimes external auditors. Effective communication and teamwork are crucial.

4. Stress Management: Accountants may experience stress during peak periods or when working on complex financial tasks. Effective stress management is important.

Career Path:

Education: Get a degree in accounting or a related field.

2. Starting: Begin with entry-level roles like Junior Accountant or Assistant Accountant to learn the basics.

3. Mid-Level Roles: Move to positions like Financial Analyst, where you analyze and report on finances.

4. Management: Become a Manager, overseeing a team and handling more complex financial tasks.

5. Leadership Positions: Aim for leadership roles like Director of Finance

6. Entrepreneurship: Consider starting your own consulting firm or business advisory service.

7. Mentorship and Leadership: Grow into a mentor or leader, guiding newer accountants in their careers.

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