

## ACCOUNTANT JOB DESCRIPTION

Reporting to: Chief Operating Officer

### JOB PURPOSE;

The purpose of the Accountant position is to assist the Finance and Operations department in the preparation of financial statements and records, as well as other accounting activities.;

### Duties and Responsibilities;

- Daily entry posting of the correct ledgers
- Assist in preparing financial statements, including balance sheets, income statements, cash flow statements, and other documents
- Assist in the preparation of budgets and forecasts
- Assist in the preparation of month-end and year-end closing processes
- Reconcile bank accounts and perform other general ledger reconciliations
- Participate in the preparation of tax reports
- Assist with the preparation of audit schedules and reports
- Monitor and maintain accounts receivable and accounts payable
- Deposit sales cash at the bank
- Prepare and review journal entries
- Analyze financial data and prepare reports for management
- Support the accounting team with additional tasks as needed
- VAT file management and TRA system filling
- Monthly P&L preparation for trading department
- Weekly Receivable Agewise Report Preparation
- Management of petty cash flow
- Any other duty as assigned by the supervisor and/or employer

### Skills:

- Bachelor's degree in Accounting, Finance, or related field
- 2-4 year if working experience
- Proficient in using Microsoft Office Suite
- Solid understanding of accounting principles

- Ability to complete tasks in a timely manner
- Strong organizational and problem-solving skills
- Excellent written and verbal communication skills
- Attention to detail and accuracy
- Ability to work independently and collaboratively in a team environment

## ARE YOU QUALIFIED?

Kindly send your Application letter and CV to [recruitment@dmg.co.tz](mailto:recruitment@dmg.co.tz). Please indicate the position you are applying in the subject field.

The deadline for the application is: 26th May 2023