

ACCEL International Saudi Inc. For Education

Ajyal Special Needs Center

Finance & Accounting Administrator

Job Description

POSITION TITLE: Finance & Accounting Administrator

REPORTS TO: Center Director

JOB LOCATION: Dhahran, Saudi Arabia

SUMMARY:

We're an energetic company looking for an Accountant to join our finance team. Working closely with the Chief Financial Officer and reporting to the Center Director, the Accountant will be responsible for maintaining all accounting records pertaining to the preparation of all monthly quarterly and annual financial reports including profit/loss statements, balance sheets and summary of cash flows. The ideal candidate should be a team player, highly organized and be comfortable in a fast-paced environment. We offer a supportive, friendly and casual work place with lots of opportunities to grow within our organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Enter and pay all accounts payable invoices
2. Send out monthly tuition invoices and follow through to collections
3. Prepare and post all monthly journal entries
4. Ensure accurate and timely monthly, quarterly and year end close processes
5. Prepare monthly financial management reports including income statements, balance sheet and summary of cash flows
6. Perform monthly, quarterly and annual accounting activities including reconciliations of all bank accounts
7. Ensure financial records are maintained in compliance with accepted policies and procedures
8. Make certain all financial reporting deadlines are met
9. Maintain general ledger subsidiary schedules
10. Performs other duties as assigned
11. **Must be an intermediate level Microsoft Dynamics GP user in version 10.0 or higher**

QUALIFICATIONS REQUIRED:

A Bachelor of Science degree in accounting or finance

A minimum of 8 years experience in accounting, budgeting, planning, performance measurement, expenditure/analysis.

Intermediate Microsoft GP user version 10.0 or better.

Experience working with SAP is preferred.

LANGUAGE SKILLS:

Must be able to write and speak both Arabic and English.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Proficiency in or knowledge of using a variety of computer software applications, especially Excel and Microsoft Word software.
2. Ability to operate most standard office equipment.
3. Must be able to work under strict deadlines and have good organizational skills.
4. Attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.
5. Excellent telephone and oral communication skills.
6. Ability to maintain a high level of confidentiality.

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The intent of this job description is to provide a representation of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.