

Job Overview

Our client is looking for an Accounting intern to manage all financial transactions, from fixed payments and variable expenses to bank deposits and budgets.

Your responsibilities will include auditing financial documents and procedures, reconciling bank statements and calculating tax payments and returns. You should have previous experience with bookkeeping, Tax declaration, good communication and a flair for spotting numerical mistakes.

Ultimately, you will provide them with accurate quantitative information on the financial position, liquidity and cash flows of their business, while ensuring they are compliant with all tax regulations.

The deadline for application is 19th april, so the qualified candidates should submit their applications before then.

Responsibilities

- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations

Requirements and skills

- Work experience as an Accountant
- Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP)
- Quick in typing

- Good at communication
- Experience with tax declaration
- Hands-on experience with accounting software like FreshBooks and QuickBooks
- Advanced MS Excel skills including Vlookups and pivot tables
- Experience with general ledger functions
- Strong attention to detail and good analytical skills
- BSc in Accounting, Finance or relevant degree
- Additional certification (CPA or CMA) is a plus