

JOB VACANCY

فرص عمل

A leading company in KSA is seeking to fill the following positions

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Job description:

- Responsible for administering all aspects of the accounting function including receivable, payroll processing for transmittal to the payroll service, financial reporting and month end close.

requirements, perform a wide variety of functions involved in the maintenance of financial records and other business services, participate in the development, modification of account department.

- Daily account transaction.

- General ledger/ chart of accounts.

- Cost accounting and variances analysis.

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Job description:

- Responsible for performing highly specialized accounting work required to maintain the authority's general ledger.

- Directs and coordinates the daily activities of the accounting staff to quickly and accurately record the revenues, expenditures, assets, and liabilities of the authority.

- Responsible for preparing annual financial statements and coordinating the authority's annual audit.

- Oversees the daily accounting activities.

- Reviews the work of the accounting staff.

- Ensure an accurate and timely monthly, quarterly and year end close.

- Supervise the general ledger group to ensure all financial reporting deadlines are met.

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Job description:

- Responsible for providing support in the various human resources.

- Functions, which include recruitment, staffing, training and development, performance.

- Monitoring and employee counseling, compensation and benefit & other HR activity.

- Maintaining employee records and assisting HR management.

- The position generally reports to the Human Resources or office manager.

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Job description:

- Entering data into the database for maintaining accurate record.

reports for managers, conducting and organizing administrative duties and activities including receiving and handling information, prepare and manage correspondence, reports and documents.

- Arrange and confirm appointments.

- Handle incoming mail and other material.

- Set up and maintain filing systems.

- Maintain databases.

- Communicate verbally and in writing to answer inquiries and provide information.

- Coordinate the flow of information both internally and externally.

- Manage office space and other Admin tasks.

Qualified candidate are required to send their CVs to:

contact@targetjo.com

TARGETJO

معتمدون لانداز جميع التأشيرات الواردة الى قنصلية المملكة العربية السعودية

ادعوا اصدقائكم للاشتراك معنا لتصل جميع اعلانات التوظيف الى بريدكم الالكتروني مباشرة