

## Accounts Assistant

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Company: Recruitment Matters

Location: Lusaka

Category: other-general

### Responsibilities

1. Financial Transactions Processing: Process accounts payable and accounts receivable transactions, including recording invoices, payments, and receipts accurately and promptly. Verify the accuracy of financial documents and resolve discrepancies.
2. Payroll preparation on Swift system
3. Reconciliation: Reconcile bank statements, vendor statements, and customer accounts to ensure accuracy and identify any discrepancies. Investigate and resolve discrepancies promptly.
4. Collection of Payment: Contact customers to collect outstanding payments and follow up on overdue accounts. Maintain effective communication with customers to resolve payment issues, answer queries, and negotiate payment arrangements. Ensure timely collection of payments.
5. General Ledger Maintenance: Assist in maintaining the general ledger by recording journal entries, adjusting entries, and allocating expenses accurately. Ensure proper documentation and organization of financial records.
6. Financial Data Entry: Enter financial data into the accounting system, including invoices, expense reports, and employee reimbursement requests. Verify the accuracy and completeness of data entries.
7. Financial Reporting Support: Assist in preparing financial reports, including balance sheets, income statements, and cash flow statements. Compile and consolidate financial data for

analysis and reporting purposes.

8. Administrative Assistance: Provide administrative support to the accounting department, such as organizing and maintaining files, responding to inquiries, and assisting with month-end and year-end closing procedures.

9. Compliance: Ensure compliance with relevant licenses, permits, PACRA etc.

10. Collaborative Work: Collaborate with other team members to ensure smooth and efficient financial operations. Assist in ad-hoc projects and tasks as assigned.

### **Qualifications and Skills:**

- High school diploma or equivalent; additional education in accounting or related field is a plus.
- Proven experience in accounts payable, accounts receivable, or general accounting.
- Familiarity with accounting software (Sage, Swift, SAP) and high proficiency in MS Excel.
- Strong attention to detail and accuracy in data entry and record-keeping.
- Excellent organizational and time management skills.
- Strong analytical and problem-solving abilities.
- Good communication skills and ability to work effectively in a team.

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