

## Accountant / Accounts Officer / Accounts Executive, Punjab Tiles

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Company: Punjab Tiles

Location: Lahore

Category: other-general

Accountant / Accounts Officer / Accounts Executive, Punjab Tiles

About Punjab Tiles: Punjab Tiles is a leading company specializing in the manufacturing and distribution of high-quality tiles, and terrazzo tiles. With a commitment to excellence and innovation, we strive to provide our customers with the finest products and unparalleled service.

Job Description: Punjab Tiles is seeking a skilled and experienced Accountant/Accounts Executive to join our dynamic team. As an integral part of our finance department, you will be responsible for managing all aspects of financial accounting, reporting, and analysis.

Key Responsibilities:

- Financial Reporting:** Prepare accurate and timely financial statements, including balance sheets, profit and loss statements, and cash flow statements.
- Accounts Receivable/Payable:** Manage accounts receivable and accounts payable processes, ensuring timely invoicing, collections, and payments.
- General Ledger Maintenance:** Maintain the general ledger by recording all financial transactions, reconciling accounts, and ensuring compliance with accounting principles.
- Budgeting and Forecasting:** Assist in the preparation of budgets, forecasts, and financial plans to support business objectives and strategic initiatives.
- Financial Analysis:** Conduct financial analysis to identify trends, variances, and opportunities for improvement. Provide insights and recommendations to management based on analysis findings.
- Tax Compliance:** Ensure compliance with local, state, and federal tax regulations. Prepare and file tax returns accurately and timely.
- Internal Controls:** Implement and maintain effective internal controls to safeguard company

assets and ensure accuracy and integrity of financial data.

**Audit Support:**Coordinate and support internal and external audits, providing necessary documentation and explanations as required.

**Qualifications:**Bachelor's degree in Accounting, Finance, or related field.

Candidate should be experienced for 2Years+.

Proven experience in accounting or finance role, will be a plus point if worked in the manufacturing or construction industry.

Strong understanding of accounting principles and regulations.

Proficiency in accounting software and MS Office suite, particularly Excel.

Excellent analytical and problem-solving skills.

Attention to detail and accuracy in work.

Effective communication and interpersonal skills.

Ability to work independently and collaboratively in a fast-paced environment.

**Why Join Punjab Tiles:**Opportunity to work with a reputable company in the tiles and construction industry.

Competitive compensation and benefits package.

Professional growth and development opportunities.

Collaborative and supportive work environment.

If you are a dedicated and skilled professional looking to contribute to the success of Punjab Tiles, we encourage you to apply for this exciting opportunity. Join us in our mission to deliver excellence in products and service to our customers. **How to Apply:** Please submit your resume and a cover letter outlining your qualifications and experience. We look forward to reviewing your application. Punjab Tiles is an equal opportunity employer and welcomes applications from all qualified individuals. **Education:**Bachelors Degree **Title:**BBA / BS / B.Com / Equivalent **Career Level:**Intermediate **Experience:**2 Years **Apply By Date:**Jun 25, 2024 **For further information, and to apply, please visit our website via the "Apply" button below.**#J-18808-Ljbfrr

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