

Accountant / Bookkeeper, Axis Digital Solutions (Pvt) Ltd

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Company: Axis Digital Solutions (Pvt) Ltd

Location: Lahore

Category: other-general

Accountant / Bookkeeper, Axis Digital Solutions (Pvt) Ltd We are looking for a fresh or experienced person to work on Quickbooks for one of our clients from USA. Tasks to perform:

Data Entry : Recording daily financial transactions in Quickbooks, including income, expenses, accounts payable, and accounts receivable.

Reconciliation : Bank reconciliation, Credit card Reconciliation.

Accounts payable and receivable : Managing invoices, bills, and payments to vendors and customers and party reconciliations.

Must know:

Prepayments

Balance Sheet

Cash Flow Statement

Finance Lease

Quickbooks and how to use it

Timings: 3pm - 12 midnight (Saturday, Sunday off)

Location: It's office based job in Moon Market Iqbal Town, Lahore

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Accounts payable and receivable : Managing invoices, bills, and payments to vendors

and customers and party reconciliations.

Must know:

Bank Reconciliation

Prepayments

Accrual System / Accrued expenses

Depreciation

Balance Sheet

Profit & Loss Account

Cash Flow Statement

Finance Lease

Quickbooks and how to use it

Excel (Sum, Sumif, Vlookup, If etc)

Timings:3pm - 12 midnight (Saturday, Sunday off)

Location:It's office based job in Moon Market Iqbal Town, Lahore

Education:Bachelors Degree Title:BBA / BS / B.Com / Equivalent Career Level:Entry

Level Experience:Fresh Apply By Date:May 29, 2024For further information, and to apply, please visit our website via the "Apply" button below.#J-18808-Ljbfrr

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