

Accounts Manager

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Company: Geovision Technologies Pvt Ltd

Location: Lahore

Category: other-general

1. Assist Assistant Manager Operations in day to day running of business tasks.
2. Prepare monthly, quarterly and yearly Income Statements.
3. Maintain accounts of business in accounting software such as Peachtree.
4. Invoicing to customers and keeping record of balance due.
5. Assist management in financial decision making process.
6. Liaison with Tax Consultant.
7. Filing of Sales Tax.
8. Preparing cash forecast.
9. Preparation of cash vouchers and filing them.
10. Maintain Store Stock Register and issuance of store items as and when needed.
11. Preparation of Balance Sheet
12. Filling and follow ups of General Sales Tax (GST) and Income tax
13. Dealing with company's regulatory bodies and tax consultant Perform other duties as assigned by Management

Job Specification On time record of cash and vouchers

Preparation of income statement & balance sheet weekly & monthly

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