

Finance Officer

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Company: inbox

Location: , , Pakistan

Category: business-and-financial-operations

To ensure timely recording of invoices all liabilities/sales tax/advances of trade/foreign vendors Recording of Ex. Gain and Loss/ Daily Recording of Advances/Expenses/Liabilities/Bank charges To apply advances once the invoice is received.

To ensure monthly vendor reconciliations to be done on time To ensure timely booking of accruals on monthly basis/ to match with Trial Balance/ to maintain the schedule To ensure Prepaid Expenses and prepaid insurance are tracked and amortized according to their respective time period To help line manager in reconciliations and improving FAR Review related party ledgers whenever required. Assist in monthly closing Assist in half yearly / yearly audit Any other task assigned by Line manager/Financial reporting manager/Department Head

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