

## Finance Officer

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Company: Unspecified

Location: , , Pakistan

Category: business-and-financial-operations

### Job Responsibilities:

To ensure timely recording of invoices, liabilities, sales tax, advances of trade/foreign vendors, and exchange gain and loss.

Daily recording of advances, expenses, liabilities, and bank charges.

To apply advances once the invoice is received.

To ensure monthly vendor reconciliations are done on time.

To ensure timely booking of accruals on a monthly basis to match with Trial Balance and maintain the schedule.

To ensure prepaid expenses and prepaid insurance are tracked and amortized according to their respective time period.

Assist line manager in reconciliations and improving Fixed Asset Register (FAR).

Review related party ledgers whenever required.

Assist in monthly closing and half-yearly/yearly audit.

Perform any other tasks assigned by Line Manager, Financial Reporting Manager, or Department Head.

#J-18808-Ljbffr

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