



# WE'RE HIRING!

## ACCOUNTING ADMIN



- Process transactions in accounting softwares for banking and accounts payable
- Prepare ad hoc reporting as required
- Reconcile general ledger accounts
- Prepare journal corrections as necessary
- Work to achieve operational targets that impact team results
- This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines
- Understand the bank reconciliation and other accounting reconciliations
- Assist accounting team with daily processes and monthly close processes

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