

Smashing Cleaning Services LLC

Job Description

Accountant

Name	
Reports to	General Manager

Objective:

To lead, supervise and manage finance and admin team towards achievement of department/company goals.

To provide quantitative information primarily financial in nature by applying principles of accounting to analyze financial information and prepare financial reports that are useful in making economic decisions.

KPI's and weighting

1	Financial statement preparation	30%
2	Cash generation	30%
3	Invoicing	15%
4	Implementing accounting policies & procedures	10%
5	Control of expenditures	10%
6	Client's contract monitoring	5%

Basic Skills

Experience in various areas including, but not limited to:
HR/administration works, capital and operating budgets, financial statements and reporting, accounting policies and procedures, cash flow and business process improvements.

- Good written and communication in English
- Knowledge of finance, accounting and budgeting principles including Generally Accepted Accounting Principles.
- Knowledge of financial accounting software applications such as Great Plains Enterprise (Dynamics), SAP and Peachtree
- Ability to analyze financial data and prepare financial reports, statements and projections.
- Proven leadership skills, work well with a team and have the ability to work independently with little or no supervision
- PC proficiency
- 4 years of experience in accounting and HR/Administration works
- Understands instructions about job requirements
- Works on own initiative

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Key Responsibilities:

Financial Statements (FS)

- Prepare income statement & balance sheet on a monthly and yearly basis.

Budget

- Prepare budget yearly
- Explain variances (budget vs. actual expenses)

Accounts Receivable (AR)

- Check invoices prepared for customers after completion of work.
- Ensure that all jobs are invoiced by checking finance the work schedule (invoice vs. work schedule)
- Discuss AR weekly with AR accountant
- Check aging of AR reports monthly and discuss with management.

Cash & Cash Disbursements

- Prepare deposit slips for all cheque/cash received every week.
- Prepare bank reconciliation monthly. This includes preparation of outstanding cheques and deposit in transit and report for discrepancies if there's any.
- Check/approve regular small disbursements (not more than Dhs. 1,000.00)
- Prepares end of the month journal entries for other bank transactions (salary transfers, bank transfers, bank charges)

Accounts Payable (AP)

- Check/approve purchase requisitions (not more than 1,000 AED)
- Check purchase orders
- Check request for payment (RFP)/ vouchers of verified invoices from suppliers
- Check/manage suppliers discrepancy report
- Prepare AP reports monthly.

Payroll & Payroll Related

- Prepare monthly payroll sheet (including overtime calculation) for management approval which includes payroll reconciliation
- Monitor and maintain records of employee's salary deductions such as penalties, retainers, cash advance, etc.
- Prepare bank transfers (Debit advice letter & CD)
- Prepare and distribute pay slips
- Calculate and maintains records of accruals of gratuity, leave salary and ticket and records to accounting software monthly

Asset

- Check asset list monthly and calculate/maintain records of depreciation.

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- Maintain records of prepaid expenses such as insurance, rent, and record adjustments monthly etc.
- Check reports of equipment physical count monthly.
- Maintain records of all vehicle installments.

Operations

- Check customers after service reports (certificate and photographs).
- Check overall work schedule monthly to ensure data accuracy and completeness.

HR/Admin

- Interview, orient and train new employee under accounts department
- Check remuneration build up for new employees/prepare remuneration build up for managerial positions
- Check offer letters of all employees and prepare offer letters for managerial positions
- Check all HR/admin related works (renewals, registrations, company diary, leave monitoring)

Marketing

- Monitor each and every contract and prepare quotations for expired contracts to ensure that each contract will be renewed.
- Check/verify job estimate for jobs worth more than AED 10,000.00

Policy/System

- Adheres to all company policies, procedures and business ethic codes.
- Establish accounting policies and procedures to be approved by management which includes account code definitions.

Internal cooperation

- Supervise the input and handling of financial data and reports for the company's automated financial system.
- Delegates authority and responsibility with accountability and follow-up
- Demonstrates ability to interact and cooperate with all company employees

Information

- Access to all information as required to perform the work

Training

- As required

	Employee	Supervisor	Manager	Accounts/HR
Name				
Date				
Signature				