

# Job Description: Accounts Administrator

## Overview:

We are seeking a diligent and detail-oriented Accounts Administrator to join our team. This role will primarily involve handling day-to-day accounting tasks and administrative duties.

## Responsibilities:

- Manage accounts payable and accounts receivable
- Prepare invoices and follow up on outstanding payments
- Reconcile bank statements and maintain general ledger
- Process payroll and employee expenses
- Assist with budget preparation and financial reporting
- Handle administrative tasks such as filing, answering calls, and scheduling meetings

## Requirements :-

- Proven experience as an Accounts Administrator, Bookkeeper, or similar role
- Solid understanding of basic accounting principles
- Proficiency in accounting software (e.g., QuickBooks, Zoho)
- Excellent organizational and multitasking abilities
- Strong communication skills and a customer service orientation
- Degree in Accounting, Finance, or relevant field is a plus