



JUNIOR ACCOUNTANT

JOB DESCRIPTION

1. Receiving incoming mails, PO's and invoices from suppliers
2. Checks authenticity and validity of invoices and reimbursement forms
3. Preparing payment vouchers In excel and oracle accounting system
4. Preparing Journal Vouchers
5. Preparing monthly bank reconciliation
6. Printing cheques and transfers and send it to proper signatories
7. Making Follow up payments to suppliers
8. Preparing suppliers record and send to Department of Finance to include in our suppliers list in oracle accounting system
9. Preparing cheque and cash deposits to the bank during the absence of cash custodian
10. Checking and preparing the bank transfer for the payroll
11. Preparing schedule for the daily allowance for professors on assignment and request cash in Euros every week
12. Cash Custodian and Petty Cash custodian during the absence of cashier
13. Conducting daily cash count to ensure that cash are properly accounted for
14. To accommodate students for their payments and queries
15. Other duties assigned from time to time