



فلاي بغداد
FlyBaghdad.net

Position	Accountant - HR/020/18
Department	Finance Department
Starting Date	ASAP
Location	Head office – Baghdad
Open date	31 July 2018
Close Date	15 Aug 2018
Job Summary The accountant responsible for smooth cash supply and delivery, ensuring all financial records are kept according to Fly Baghdad standards in the processing of accounting operations.	
Duties and Responsibilities <ul style="list-style-type: none">● Manage the monthly accounting in accordance with Fly Baghdad procedures● Check and update financial transactions.● Participate at the annual accounting closing with his administrative team and under the supervision of the Administrative manager● Prepares for audits or possible inspections● Ensure compliance of all payments with Fly Baghdad procedures● Exchange currencies at request of superior● Guarantee security of the cash and confidentiality of information● Reports to the Finance Manager.● Process incoming invoices and vouchers, ensuring that these are coded and include approved payment & journal voucher.● Posting daily financial transactions in financial software Quick Box.● Ensure that transactions are complete and accurate. Reviews coding on all vouchers for valid account● Perform monthly scanning and Assists in Audit schedule preparation.● Ensures there is proper supporting documentation for all payments and other accounting entries.● Support the senior finance Officer in the preparation of monthly financial reports.	
Qualifications and competences: <ul style="list-style-type: none">● University degree in accounting, finance or business administration.● Ability to deal with stander accountant programs (Quick Box, SAP, ERP, Others).● Minimum four (4) years' experience 3 years previous experience in accounting.● Essential computer literacy (word, excel, pivot tables, outlook, internet).● Fluent in Arabic and a good command of spoken and written English.	