



Company: Moneta Moneygram LLC
Job title: Accountant
Reports to: Chief Accountant

DUTIES AND RESPONSIBILITIES

The employee has the following duties and responsibilities:

- 1.1.1 Logical and formal control of the received documentation;**
 - 1.1.2 Accounting registration of the received documentation (purchase invoices, expense invoices, register of liabilities to agents, payroll registers) in the accounting software and also as bank account reconciliations;**
 - 1.1.3 Prepare a register of payment obligations with details of creditors and monitor the timely execution of all obligations;**
 - 1.1.4 Settlement of agents' accounts on a daily basis;**
 - 1.1.5 Settlement of accounts payable and accounts receivable with business partners in certain time periods;**
 - 1.1.6 Settlement of stock accounts in financial accounting;**
 - 1.1.7 Filing and regular maintenance of files according to the type of accounting documentation;**
 - 1.1.8 Regulatory registrations at the end of the month, taking into account budgeting;**
 - 1.1.9 Control of accounting records and expenses;**
 - 1.1.10 Preparation of reporting package for Corporate Management;**
 - 1.1.11 Preparation of monthly reports for reporting to the CBK and TAK;**
 - 1.1.12 Preparation of quarterly reports for reporting to the CBK;**
 - 1.1.13 Ensures that at all times the information which is in the accounting system is presented in a fair and accurate manner;**
 - 1.1.14 Provides authorizations for budget line expenditures;**
 - 1.1.15 Prepares financial statements;**
 - 1.1.16 Compiles the Corporate Business plan and continuously monitors the expenditures of the budget lines;**
 - 1.1.17 Is responsible for the preparation and submission of reports required by management in accordance with approved procedures for the entire inventory;**
 - 1.1.18 Continues trainings / courses for professional development, which the Employer considers necessary for the performance of work duties;**
- Performs other tasks as requested by the direct supervisor.**
- Required education and skills**



Required Education and skills

- **BSc in Accounting, Finance or relevant degree;**
- **Certified in SCAAK as Accounting Technician;**
- **Intermediate to advanced Microsoft Excel knowledge**
- **At least 3 years in Finance, from which 2 years in Accounting**
- **Excellent knowledge of English**
- **Communication skills; Ability to prioritize; Problem solving skills; Analytical skills.**

Should you or someone you know, is interested please send us your CV at HR@monetaks.com not later than 31/04/2022.