



<https://www.teleportmanpower.com/overseas-jobs/account-manager-job-in-pakistan/>

## Assistant Account Manager

### Description

In this role, you will demonstrate your management skills and accounting expertise in a variety of personal and corporate accounting practices, including overseeing payroll and taxes. You must be highly accurate and efficient, utilizing your vast knowledge of the current tax code, upholding our standard of exceptional customer service, and, above all else, ensuring that consistent, accurate accounting services are provided to our clients daily.

Scope: To manage the accounting department, developing financial strategies, making investment decisions, helping company Senior management with strategic planning, and making sure the company complies with state and federal financial regulations.

- Work collaboratively with other teams to achieve shared goals.
- Dealing with banks for checking and renewing of Banks running Finance limits and opening of new letters of credits (LC's).
- Handle all legal matters of the company or Senior Management.
- Auditing of Main and cashier cash books, Inventory and accounts books, scale daybook.
- Checking of Monthly pay sheet.
- Checking and auditing of the daily store in/out and Stock reports prepare by the Store Manager.

Qualifications / Preferred Competencies:

- Master or Bachelor's degree in Finance/Account field.
- Must possess a Certified Public Accountant (CPA) license in good standing.
- QuickBooks Pro Advisor certification is required.
- Extensive corporate and personal tax experience.
- Exceptional computer skills, including Microsoft Office and databases.
- Expertise working with QuickBooks and financial statements.
- Consistent, accurate, and thorough with an eye for details.
- Exceptional organizational skills and aptitude for numbers.
- Outstanding communication skills, written and verbal.
- Excellent customer service and interpersonal skills.
- Able to thrive in a deadline-driven environment.
- Able to motivate the team and lead by example.

### Responsibilities

Responsibilities: (The Main Job Activities)

- Manage and oversee the entire accounting team.
- Ensure that all necessary documents are requested, collected, and compiled.
- Prepare books of accounts for FBR, (Income tax & Sales Tax)
- Review corporate and personal income tax returns to ensure accuracy.
- Finalize Director's salary returns, wealth statement.
- Preparesales Tax Monthly returns.
- Finalize the Income-tax accounts to prepare the income statement and balance sheet.
- Advise business owners and individuals regarding the tax code.
- Audit of sales tax accounts with the collaboration of the third party CA firm.
- Getting exemption certificate from FBR for Tax deduction.
- Oversee the processing of state and federal payroll taxes.
- Maintain current and garner new client relationships.
- Detect and address potential compliance issues proactively.
- Maintain compliance with all state and federal regulations at all times.
- Uphold the excellent reputation of our firm.
- Maintain constant communication with the FBR, state agencies, and our clients.
- See that tax consults and onboarding procedures are in place for new clients.
- Maintain highly organized and updated client files.

### Qualifications

Experience:

- Minimum of 8 years' experience in management.
- Minimum of 7

### Hiring organization

<https://www.teleportmanpower.com/>

### Employment Type

Full-time

### Beginning of employment

02-03-2021

### Duration of employment

Two Years

### Industry

Steel industry

### Job Location

Karachi , pakistan

### Working Hours

8

### Base Salary

\$ 50000 - \$ 80000

### Valid through

31.12.2020

years' experience as a CPA in a corporate setting.

**Job Benefits**

Job benefits will be discussed at the time of the interview

**Contacts**

Teleport Manpower Consultant

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