



<https://www.teleportmanpower.com/overseas-jobs/accounts-manager-jobs/>

Accounts Manager job in Pakistan

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.

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 income-statement and balance sheet. • Advise business owners and individuals regarding the tax code. • Audit of sales tax accounts with collaboration of third party CA firm. • Getting exemption certificate form 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 on boarding procedures are in place for new clients. • Maintain highly organized and updated client files.

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 Letter of credits (LC's). • Handle all legal matters of 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 daily store in/out and Stock reports prepare by 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.

Experience: • Minimum 8 years' experience in management. • Minimum 7 years' experience as a CPA in a corporate setting.

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Hiring organization

Teleport Manpower Consultants

Employment Type

Full-time

Beginning of employment

01-01-2021

Duration of employment

two year

Industry

Steel industry

Job Location

Gujranwala, Gujranwala , Pakistan

Working Hours

08

Base Salary

\$ 500000 - \$ 80000

Date posted

December 11, 2020

Valid through

27.02.2021

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Experience: • Minimum