

## **Job Description**

Job Title: Accountant

Report to: CEO/ COO

Salary Range: TBA

Location: Monrovia, Sinkor

### **Immediate Employment!!**

Quality Group of Construction Companies is looking for an Accountant to join its team on a work full time employment. We are a full service Road Construction, Building Construction and Power Distribution Company. This position is an excellent career opportunity for an individual who desires to make an impact in our growing economy. We are looking for a self-driven, multi-tasking, talented individual with excellent technical skills, who has aspiration for advancement to perform the duties and responsibilities listed below.

### **Minimum Requirement:**

- Bachelor's Degree in Accountant from an accredited University
- Minimum of 5 years in book keeping, financial analysis, risk management, budgeting and forecasting, cost reduction and tax compliance.
- Knowledge of financial reporting.
- Proficient in Accountant tools and calculation software
- A high advantage with experience in Audit support.
- An energetic individual with high ethical standards and detailed oriented.
- Must be willing to take occasional assignment in any of the 15 counties.

The desired candidate must be well organized, thorough, and trustworthy, with excellent verbal and writing skills, and the ability to multi-task.

### **Responsibilities:**

- Provide quality Accounting reports.
- Operating computer-assisted Accountant software and equipment.
- Manage all accounting transactions
- Prepare budget forecast
- Publish financial statements in time

- Ensure timely bank payments
- Audit financial transactions and documents
- Comply with financial policies and regulations
- Report on the company's financial health and liquidity
- Reconcile account payable and receivable
- Perform other duties that may arise from time to time.

How to apply: All interested persons should kindly send a cover letter and CV to [info.qualityconstructiongroup@gmail.com](mailto:info.qualityconstructiongroup@gmail.com) by February 15, 2025. Female candidates are strongly encouraged to apply.

Please note that applications will be reviewed and shortlisted on a rolling basis, and qualified applicants will be interviewed. Therefore a candidate may be selected before the expiration of this advertisement.

Signed: \_\_\_\_\_

The Management

Quality Group of Construction Companies