



JOB DESCRIPTION

Position Title: Accounting Specialist	
PAYSCALE: TIER 2	
Key Responsibilities	Brief Description of Duties
<p>Experienced Accountant / Bookkeeper with the ability to provide financial information to management by researching and analyzing accounting data; preparing reports.</p>	<ul style="list-style-type: none"> ● Prepares asset, liability, and capital account entries by compiling and analyzing account information. ● Documents financial transactions by entering account information. ● Recommends financial actions by analyzing accounting options. ● Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports. ● Substantiates financial transactions by auditing documents. ● Maintains accounting controls by preparing and recommending policies and procedures. ● Reconciles financial discrepancies by collecting and analyzing account information. ● Secures financial information by completing database backups. ● Maintains financial security by following internal controls. ● Prepares payments by verifying documentation, and requesting disbursements. ● Answers accounting procedure questions by researching and interpreting accounting policy and regulations. ● Prepares special financial reports by collecting, analyzing, and summarizing account information and trends. ● Maintains customer confidence and protects operations by keeping financial information confidential. ● Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies. ● Accomplishes the result by performing the duty. ● Contributes to team effort by accomplishing related results as needed.
<p>Key Qualifications</p>	<ul style="list-style-type: none"> ● Must have at least 1 year Accounting / Bookkeeping experience ● Must have Xero Certification <ul style="list-style-type: none"> ○ To be a Xero Certified Adviser, you need to be a Xero Partner first. Click HERE to signup. ○ Follow the steps HERE to get enrolled in the Xero Certification Course, take the test and download your certificate. ● Great skills in Corporate Finance, Reporting, General Math and Data Entry Management ● Understands and values Confidentiality ● Reporting Research Results ● Excellent time management and organisational skills ● Accuracy and attention to detail ● Professional approach to time, costs and deadlines ● Open to non-graduates but preference will be given to those with relevant degrees. A degree in Accounting is advantageous although other relevant Math/Finance subjects will be accepted
<p>Technical Requirements</p>	<ul style="list-style-type: none"> ● Computer Processor is at least Dual Core (for both primary and backup computers)



	<ul style="list-style-type: none"> ● Computer Memory/RAM is at least 4GB (for both primary and backup computers) ● Computer Operating System is at least Windows 7 ● Both Primary and Backup Internet connections should be running on a 3Mbps plan or higher to get a download speed of at least 2Mbps ● USB Headset with Noise Cancellation Feature ● A quiet work environment
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Core Competencies	
Key Competencies	Performance Standards/Results
Effective Communication	<ul style="list-style-type: none"> ● Presents information both clearly and concisely and regularly confirms correct interpretation of information. ● Very high standard of communication skills both written and oral for the presentation of facts and ideas. ● Written communication must be clear, concise, and easy to read and comprehend.
Organization of Work	<ul style="list-style-type: none"> ● Demonstrates the ability to handle several projects simultaneously. ● Implements the key principles of time management, task allocation and priority assignment in addition to personal organisation. ● Continually seek ways to improve the service provided via development of professional skills and personal growth. ● Initiates and responds to suggestions for improving service.

Position Requirements / Selection Criteria
Essential Knowledge, Skills and Abilities
Extensive computer and internet literacy
High Speed Internet Connection
Highly Proficient in English Language
Available to work on US business hours
Long term commitment
Proficiency with advanced Microsoft Office applications including Word, PowerPoint and Excel; and Google suite
Attention to detail and a high level of accuracy in all output
1+ years prior experience in Accounting / Bookkeeping
Must be able to work with minimum supervision
Open to ongoing training