

Mozambique Jobs Expertini®

Accounting Assistant

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Company: PRI

Location: Maputo

Category: other-general

Overview

We are hiring!

Our client in Maputo is looking for an Accounting Assistant to join their team. The ideal candidate will have a deep understanding of the Accounting Sector and a proven track record in the relevant field.

To apply or for more information follow the link below.

Responsibilities

Providing support to the Accounting Department.

Handling communications with clients and vendors via phone, email, and in-person.

Processing transactions, issuing checks, and updating ledgers, budgets, etc.

Preparing financial reports.

Assisting with audits, fact checks, and resolving discrepancies.

Requirements

Associate's degree in related field with work experience.

More education, experience, or additional certifications and licenses may be required.

Proficiency with computers and bookkeeping software, strong typing skills.

Exceptional time management and verbal and written communication skills.

Familiarity with basic accounting principles.

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