

Swak BPO is looking for skilled Accountants to perform a variety of accounting, bookkeeping and financial tasks.

Accountant responsibilities include keeping financial records updated, preparing reports and reconciling bank statements. You will also run accounting software programs to process business transactions, including accounts payable and receivable, disbursements, expense vouchers and receipts.

Ultimately, a successful Accountant will ensure that the company's daily accounting functions run accurately and effectively.

Responsibilities:

- Provide accounting and clerical support to the client
- Type accurately, prepare and maintain accounting documents and records
- Prepare bank deposits, general ledger postings and statements
- Reconcile accounts in a timely manner
- Daily enter key data of financial transactions in database
- Provide assistance and support to company personnel
- Research, track and restore accounting or documentation problems and discrepancies
- Inform management and compile reports/summaries on activity areas
- Function in accordance with established standards, procedures and applicable laws
- Constantly update job knowledge

Qualifications:

- Applicants must hold an active CPA designation with three to five years of public accounting experience.
- Familiarity with bookkeeping and basic accounting procedures
- Knowledgeable in QuickBooks
- Competency in MS Office, databases and accounting software
- Hands-on experience with spreadsheets and financial reports
- Accuracy and attention to detail
- Aptitude for numbers
- Ability to perform filing and record keeping tasks
- Data entry and word processing skills
- Strong organizational and analytical skills required
- English proficient (written and verbal)
- Relevant certification is a plus

