



<https://crosscaregh.com/job/accounting-clerk/>

Accounting Clerk

Description

We are looking for a skilled Accounting Clerk to perform a variety of accounting, bookkeeping, and financial tasks. Accounting Clerk responsibilities shall include keeping financial records updated, preparing reports, and reconciling bank statements. A successful accounting clerk should be familiar with all accounting procedures.

Responsibilities

- Provide accounting and clerical support to the accounting department
- 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 the 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

Requirements and Skills

- Minimum of HND Accountancy or related field in a recognized institution
- Familiarity with basic accounting procedures.
- Competency in MS Office, databases, and accounting software
- Hands-on experience with spreadsheets and financial reports
- Accuracy and attention to detail

Hiring organization

Crosscare Hospital

Employment Type

Full-time

Industry

Health

Job Location

Crosscare Hospital, Sunyani, Bono, Ghana

Date posted

May 23, 2024

Valid through

07.06.2024