



<https://poterbymedia.com/careers/accountant/>

Accountant

Description

Are you passionate about financial management and seeking a dynamic work environment? Potterby Media, a leading digital marketing agency, is currently looking for a skilled and detail-oriented Accountant to join our team. If you're ready to make an impact and thrive in a collaborative setting, we want to hear from you!

Responsibilities

- **Financial Record Keeping:** Maintain accurate records of financial transactions, including accounts payable, accounts receivable, and general ledger entries.
- **Budget Management:** Assist in budget planning and monitoring spending to ensure optimal allocation of resources.
- **Financial Analysis:** Conduct regular analysis to identify trends, opportunities, and potential risks, providing valuable insights to support decision-making.
- **Tax Compliance:** Prepare and file tax returns, ensuring compliance with relevant regulations and laws.
- **Financial Reporting:** Generate periodic financial reports for management review, offering actionable recommendations to enhance financial performance.
- **Audit Support:** Coordinate with external auditors and provide necessary documentation and support during audits to ensure compliance and accuracy.
- **Process Improvement:** Continuously evaluate financial processes and systems, recommending and implementing improvements to enhance efficiency and accuracy.

Qualifications

- Bachelor's degree in Accounting, Finance, or related field.
- Proven experience as an Accountant or similar role.
- Strong knowledge of accounting principles and practices.
- Proficiency in accounting software (e.g., QuickBooks, Xero).
- Excellent attention to detail and organizational skills.
- Ability to work independently and collaboratively in a team environment.
- Strong analytical and problem-solving skills.
- Effective communication and interpersonal abilities.

Job Benefits

- Hybrid role
- Exciting and innovative work environment at the forefront of digital marketing.
- Opportunity for professional growth and advancement.
- Competitive compensation package with benefits.
- Collaborative team culture focused on creativity and excellence.
- Chance to work with leading brands and exciting projects in the digital

Hiring organization

Poterby Media

Employment Type

Full-time

Job Location

Lagos, Nigeria

Date posted

April 21, 2024

marketing industry.

Contacts

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