


Finance Executive

Logicore

	Total Positions: 1	Experience: 1 Years
	Gender: Any	Travel Required: Not Specified
	Min Education: BSC-BA	Job Shift: Morning
	Career Level: Entry Level	Salary Range: PKR25000 - 30000/Month
Category/Industry: Accounting		Max Age Limit: Not Specified
Posted on: 06 December 2016		Expiry Date: 28 February 2017
Job Type: fulltime		

Job Description:

- Assist with preparation of the budget
- Implement financial policies and procedures
- Establish and maintain cash controls
- Establish, maintain and reconcile the general ledger
- Monitor cash reserves and investments
- Prepare and reconcile bank statements
- Establish and maintain supplier accounts
- Processes supplier invoices
- Maintain the purchase order system
- Ensure data is entered into the system

Required Skills:

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