


# Senior Accountant

## Qaiser LG Petrochemicals Pvt Ltd.

	Total Positions: 1	Experience: 3-4 Years
	Gender: Any	Travel Required: Not Specified
	Min Education: BSC-BA	Job Shift: Morning
	Career Level: Experienced (Non Manager)	Salary Range: Confidential
Category/Industry: Accounting		Max Age Limit: Not Specified
Posted on: 13 December 2016		Expiry Date: 28 February 2017
Job Type: fulltime		

### Job Description:

- Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
- Maintains general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries.
- Summarizes financial status by collecting information; preparing balance sheet, profit and loss, and other statements.
- Produces payroll by initiating computer processing; printing checks, verifying finished product. Completes external audit by analyzing and scheduling general ledger accounts; providing information for auditors.
- Avoids legal challenges by complying with legal requirements.
- Secures financial information by completing database backups.

### Required Skills:

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