

Administrative Accountant [Bahraini Female Only]

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Company: Tanqeeb

Location: Manama

Category: business-and-financial-operations

Etijah Coaching & Consulting Services is a coaching firm focused on human capital development. Our services are broken up into our coaching division, and our consulting division. Our coaching services cater to businesses, students, and individuals; and are supported by our Corporate Social Responsibility (“CSR”) and Business Consulting Divisions.

Responsibilities :

Bookkeeping of the company’s revenue and expenses.

Paying bills on a timely basis.

Process salaries.

Provide administrative support to the team as necessary.

Maintain proper documentation for the company’s financial records.

Identify and record transactions

Generate financial reporting

Reconciling the company's bank statements and bookkeeping ledgers

Maintain the structure of payments and update management of cash flow requirements

Requirements :

Accounting degree or experience working in an accounting field with a GPA of 3 and above.

Extreme attention to detail

Excellent in English and Arabic languages.

Organized and detail-oriented.

Advanced MS Excel skills

Understanding of mathematics and accounting and financial processes

Only Bahraini Women (required)

Perks of working with Etijah

Hybrid working mode.

One-on-one coaching sessions.

4.5 Working days

Yearly bonuses after satisfactory appraisal.

Growth potential to senior positions.

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