

ADMIN & ACCOUNTS OFFICER

REPORTS TO: Facility In-charge

DUTIES/RESPONSIBILITIES:

1. Manage cash and bookkeeping of daily expense.
2. Process all accounts payable transactions, including vendor bills, ensuring the accuracy of each bill and proper classification.
3. Generates vendor checks, working closely with Facility In-charge to make sure all vendors are paid accurately and on time.
4. Performs accounts receivable duties by accurate posting and classification of the daily receivable transactions, preparing deposit slips when needed, and maintaining accurate and comprehensive records of each day's transactions.
5. Serve as a link between management and employees by handling questions, interpreting, and helping resolve work-related problems
6. Schedule facility repairs and maintenance.
7. Adhere to the policy and procedures while performing all roles.
8. Oversee service staff i.e., security guard and office boy.
9. Prepare and maintain facility budget and expense record.
10. Prepare and maintain human resource record including daily attendance.
11. Maintain inventory of operational supplies.
12. Works with facility in charge to prepare daily and weekly management reports.
13. Prepares financial reports for management as needed.

REQUIREMENTS:

1. A bachelor's degree in accounting, finance, business administration, or a related field is typically required.
2. 1-2 years of relevant experience in accounting, finance, or administrative roles, preferably within an NGO or nonprofit organization.
3. Excellent communication and interpersonal skills.
4. Ability to work independently and as part of a multidisciplinary team.
5. Strong attention to detail and accuracy.
6. Familiarity with MS Office, particularly Excel for financial analysis & reporting.

SALARY RANGE: Upto 55,000 PKR/-

JOB LOCATION: Surriya Shafi Dental Clinic, Allahu Street, Kashmiri Mohalla, Sialkot, Punjab

TIMINGS: 01:00 PM – 09:00 PM (Monday-Saturday)
