

VACANCY FOR THE POST OF AN ACCOUNT OFFICER IN PENCINEMA, AGEGE, LAGOS

Job Title: Account officer

Location: Pen cinema, Agege, Lagos

Employment Type: Full-Time

Salary: Flexible

WORK HOURS: 8:00 AM – 5:00 PM

Our Profile:

We are a leading real estate firm dedicated to simplifying your property journey. With expertise in property sales, rentals, and management, we are committed to connecting clients with the best real estate opportunities. Our Offerings: Sales & Acquisitions, Property Rentals, Management Services and Consultation.

To meet the growing demands of our expanding client base, we are seeking a proficient Account Officer to join our dynamic team at our Head Office in Lagos.

Job Description:

We are looking for a detail-oriented and organized Account Officer to manage financial transactions, maintain accurate records, and provide support for financial operations. The ideal candidate will play a key role in ensuring the company's financial health and compliance with accounting standards.

Job Responsibilities:

1. Maintaining Accounts: Manage accounts receivable and

payable, ensuring all transactions are recorded accurately. Track payments from clients and follow up on outstanding balances.

2. **Financial Transactions:** Handle financial transactions, including processing payments and receipts. Ensure that all financial activities are accurately recorded in the accounting system.
3. **Bookkeeping:** Assist with bookkeeping duties such as maintaining general ledger entries, preparing balance sheets, and reconciling accounts. Ensure all financial data is organized and accessible for reporting.
4. **Client Correspondence:** Communicate with clients regarding billing issues, payment status, and financial updates. Address and resolve any financial discrepancies with clients.
5. **Expense Reports:** Prepare and maintain detailed reports of business expenses, including material costs, labor expenses, and other operational costs. Ensure accurate tracking of all expenditures.
6. **Error Checking:** Examine financial statements for errors and inconsistencies. Make necessary adjustments to ensure the accuracy of financial records.
7. **Supporting Teams:** Provide financial support to other departments by generating reports, offering financial insights, and assisting with budget planning and analysis.
8. **Compliance:** Ensure compliance with financial regulations and company policies. Stay updated on changes in financial laws and regulations and implement necessary changes within the company

Requirements

- OND/NCE /HND/Bachelor's degree in Accounting, Finance, or related fields.
- 2-5 years of experience in accounting or a similar role.
- Proficiency in accounting software (e.g., QuickBooks,

Sage).

- Strong knowledge of financial regulations and bookkeeping practices.
- Excellent attention to detail and analytical skills.
- Strong organizational and multitasking abilities.
- Good communication and interpersonal skills.

HOW TO APPLY

- Interested candidate should send their CVs to hr@globalclique.net
- Use the job title as the subject of the mail.
- Only shortlisted candidates will be contacted.