



## **Job Summary**

We are looking for 'Sr. Accounts Executive' for our 'Karachi' office. Our ideal candidate would be having 2+ years of experience in the same capacity.

Interested candidates may send their resumes at '[jobs@softtechms.com](mailto:jobs@softtechms.com)' with position title mentioned in the subject line. Apply by **March 6, 2022**.

## **Accounts Executive**

Total Positions: 1

Location: Karachi

Age: 22+

Gender: Male/Female

Preferred Industry: Manufacturing

Qualification: Bachelors/Masters in Finance/Accounts/Commerce

Experience: 2+ years (preferably from manufacturing industry)

Salary: 40,000 – 55,000



## **Company Introduction:**

Softech Microsystems is an IT and Telecommunications Company, Founded in 1987. Microsoft Gold certified Partner, SOPHOS & Cyberoam Distributor, Cisco Registered Distributors, Barracuda Distributor, NEC Distributor, WatchGuard Gold Partner, & partner of Fortinet, Kaspersky, Hillston, Lastline, Asravoice Call Recording, Advantage 2000 UCS - IPPBX - Call Center - CRM, Aristel Hybrid PBX, & Panasonic PBX in Pakistan with offices and partner all over Pakistan & UAE. Softech Microsystems offers Cisco, Dlink, AMP and Systemax products.

## **Responsibilities**

The responsibilities include:

- Accounts Payable / Accounts Receivable
- Bank reconciliations
- Handling Taxation Matters
- Customer ledger reconciliation
- Vendors ledger reconciliation
- Financial bookkeeping and records of an organization
- Assuring financial records are up to date and accurate
- Record keeping and filing of petty cash in Peachtree
- Create sales order and sale invoice in Peachtree and maintain related files
- Record keeping of Receipts in Peachtree and maintain related files

- Maintain all files and other documents
- Any other duties as assigned by management

### **Remuneration Package**

The remuneration includes:

- Basic salary
- Hospitalization
- Bonus
- Leaves Encashment
- Paid Leaves
- Other Perks

### **Required Skills**

- Peachtree or other accounting software
- Strong knowledge of Finance and Accounts
- MS Office
- Making Delivery Challans, Invoices, etc.
- Internet Searching
- Must have excellent interpersonal and time management skills
- Able to deal with tight deadlines
- Possess think on your feet capability

\*If the above mentioned job criteria doesn't meet your profile, then kindly refrain yourself from applying.