



Job Summary

We are looking for 'Accounts Officer for our 'Karachi' office. Our ideal candidate would be having 1-2 years of experience.

Interested candidates may send their resumes at 'jobs@softtechms.com' with position title mentioned in the subject line. Apply by **June 23, 21**

Accounts Executive

Total Positions: 1

Location: Karachi

Age: 22+

Gender: Male/Female

Qualification: Bachelors/Masters in Finance/Accounts/Commerce

Experience: 2 years or more

Salary: 20,000 – 25,000

Company Introduction:

Softtech 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. Softtech Microsystems offers Cisco, Dlink, AMP and Systemax products.

Responsibilities

The responsibilities include:

- Work on Receivables, Payables, Payroll, Assets, Petty Cash, General Ledgers and Taxes
- Report keeping of petty cash in Peachtree
- Proper filing of petty cash vouchers
- Keep petty cash in balance with Peachtree
- Create Sales order, Sales invoice and DCs in Peachtree and maintain related files
- Record keeping of Receipts in Peachtree and maintain related files
- Bank reconciliations

- Customer ledger reconciliation
- Vendors ledger reconciliation
- 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.