

Accounts Officer

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Company: BusinessGhana

Location: Tema

Category: office-and-administrative-support

Qualification:•Degree or Diploma in Accounting, Finance, or a related field (or equivalent work experience).•Minimum 2 years Accounting, Bookkeeping, & Payroll Experience•Lives around Tema or surrounding Communities. All qualified applicants should send CV directly to info@successorsworld.com indicating the position title on the subject line of the email

Key responsibilities

Prepare and file all necessary tax returns accurately and on time.

Ensure prompt and accurate remittance to SSNIT authorities.

Maintain records of SSNIT contributions for auditing purposes.

Record daily fuel consumption for each truck and maintain detailed fuel expense records.

Issue checks and make payments authorized by management, ensuring proper documentation.

Maintain accurate payment records and reconcile payments with invoices.

Create and manage the payroll process for all employees.

Compile waybills from each work executed by the trucking team.

Prepare comprehensive monthly reports detailing expenses and income for the company.

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