

VACANCY!!!

VACANCY!!!

VACANCY!!!

Douglas Financial Service is a Liberian own business that started its operations over a year ago and has had great success in terms of growth. Douglas aim is to providing financial assistant to employees from all employed sector in Liberia.

Due to the speedy growth, Douglas Financial Service is currently seeking a qualified candidate to full its **Accountant Position**.

KEY RESPONSIBILITIES

- Maintain accurate records on cashbooks, bank reconciliation and transactions.
- Compile weekly and monthly financial reports.
- Validate all loans processing before disbursing payments.
- Ensure that financial procedures and accounting practices are in compliance.

REQUIREMENTS

- Undergraduate Degree in Accountant
- Minimum two (2) years working experience in financial field.
- Strong accounting/financial skills, multi-tasking skills and self starter oriented.
- Excellent literacy in excel and word.
- Strong communication skill.

Please email your cover letter and resume including all education documents to
info@douglasfinancialservice.com