



BFCBHRJ-092 – Accounts Officer | Accounting & Reporting | Bahrain

About the role:

The job holder is responsible for ensuring the reconciliation of bank statements and the calculation of foreign currency payments are completed accurately.

Your Responsibilities:

- Process all accounts payable in a timely manner.
- Preparation of Bank Reconciliation statement of designated banks and timely resolving the reconciliation items.
- Daily review of major bank accounts statement and report to the concerned dept. for any non-receipts/ non-payment of funds.
- Booking of month end or yearend adjusting entries.
- Agent funding and co-ordinate with the operations department in this regard.
- Preparation the aging of outstanding agent balances and reconcile with trial balance.
- Calculation of agent commission/ rebate.
- Adhere to reconciliation related policies, procedures and business processes.
- Follow reconciliation authority guidelines and escalate for approval when needed.
- Process reconciliation for foreign banks.
- Liaise with Auditors and provide information as necessary.
- Support in the periodic reporting for Management and regulators

About You

You are required to have bachelor's degree in Accounting or Finance.

- High level of competence in MS Office
- Excellent verbal and written communication skills in English and preferably in Arabic
- Excellent organizational and time management skills
- Ability to work under pressure and to tight deadlines
- Knowledge in accounting software i.e ERP Dynamics 365.