**Build Your CAREER**

**with Us**

**Heartfile** is a non-profit NGO think tank with a focus on policy analysis and innovative solutions for improving health systems in Pakistan. We have the following vacancy for an energetic, motivated and talented Accounts Professional to serve in the Accounts Department.

**ACCOUNTS ASSISTANT**

The incumbent will be responsible to manage the company’s operational Accounts Functions on day to day basis.

**Education:** B.Com from a recognized Institution

**Experience:** 2 years, at least 1 year should be in a similar role in a reputable Non-Government organization.

**Duration:** 9 months

**Job Duties:** The candidate has to perform:

* Daily accounting activities required to maintain the general ledger. (Including, but not limited to, cash reconciliations, Bank reconciliations, etc.).
* Prepare monthly reconciliation of all account balances to identify differences, if any, with reasons.
* Reviews general ledger on a monthly basis to ensure accuracy of posting coordinates monthly, quarterly, and annual closing activities.
* Maintains organized set of detailed records and files to document financial transactions.
* Document financial transactions by entering account information.
* Maintain financial security by following internal controls.
* Maintaining record of claims submitted for re-imbursement of expenses by employees
* Recording and reporting office receipt and expenditures
* Prepare payments by verifying documentation and requesting disbursements.
* Effectively use a modern automated financial management system.

**Apply Before 23 February 2018**



**E-mail Your Resume at:**

[HRManager@heartfile.org](mailto:HRManager@heartfile.org)