



Rams Accounts department invites applications from suitably qualified persons to fill the position of:

Finance Officer

Position Summary

The *Financial Officers'* main duty embodies data entry. This position provides an opportunity for growth within the company.

Main duties and responsibilities:

- Verifying the accuracy of invoices and other accounting documents or records.
- Update and maintain accounting journals, spreadsheets, ledgers and other records detailing all financial business transactions (e.g., disbursements, expenses, receipts, accounts receivables, accounts payables).
- Enters data into computer system using defined computer software programs
- Compile data and prepare a variety of reports.
- Reconciles bank and cash account balances with company records.
- Reconciles records with vendors/supplier statements and issue payments.
- Reconciles customers account balances and issues statements.
- Recommends actions to resolve discrepancies.
- Investigates questionable data.
- The Preparation of the Petty Cash Analysis
- Conduct various internal audit functions within the organization

Experience and Qualifications

- Associate degree in Accounting
- A minimum of 2 years' experience in related field
- Knowledge in any accounting software would be an asset
- Excellent written and verbal communication skills
- Strong attention to detail

All applications should be submitted with detailed Curriculum Vitae on Rams website:

www.ramstrading.com

Applications should be submitted no later than **May 20th 2022**. Please note that only those candidates selected for an interview will receive an acknowledgement.