



Cairo American College

SUPPORT STAFF VACANCY ANNOUNCEMENT

ACADEMIC YEAR

2024-2025

Accountant
Accounting Department
(FULL-TIME POSITION)

JOB SUMMARY:

The accountant will provide support to the finance department in various administrative and accounting tasks. Responsibilities include document filing, preparing financial records, reconciling accounts, handling payments, and assisting with year-end audits. This role requires attention to detail, organizational skills, and the ability to handle multiple tasks efficiently and accurately.

Qualifications/Experience:

All employees at CAC are expected to relate positively to and communicate effectively with staff, students, and parents. All employees are expected to organize work efficiently and manage time effectively.

- Bachelor's in accounting, Finance, or a related field.
- Prior experience in an accounting or administrative role preferred.
- Proficiency with MS office, specifically Excel
- Hands on knowledge of financial software such as Odoo, Microsoft Dynamics, etc
- Experience in governmental requirements (taxes, social insurance, audit) is preferred.

Required Skills

- Strong organizational and multitasking abilities.
- Attention to detail and ability to meet deadlines.
- Good communication and interpersonal skills.
- Fluency in spoken and written English and Arabic

Application deadline: until the position filled.

Interested candidates should submit a job application (Found on CAC website)
<https://www.cacegypt.org/index.php/support-staff-employment-application>