



# Cairo American College

## SUPPORT STAFF VACANCY ANNOUNCEMENT

### ACADEMIC YEAR

### 2022-2023

#### Accountant

#### Finance Department

(Full-time position)

#### JOB SUMMARY:

This position manages accounts receivable and prepares the monthly payroll deductions, prepares international wire transfers, processes insurance and utility bills payments, reviews the CAC payroll and processes the related monthly checks and bank transfers. Completes other duties as required

#### DUTIES AND RESPONSIBILITIES

- Reviews and processes utility bills for teachers' apartments and emails monthly statements before processing payroll deduction, addressing any issues or concerns
- Maintains, updates and follows up on accounts receivable accounts clearance.
- Responsible for the monthly reconciliation of the AR module with the general ledger.
- Reviews the payroll data according to CAC policies and procedures and accounting rules.
- Transfers funds to the CAC payroll accounts locally and overseas.
- Provides support to the Payroll Accountant as directed by the Finance Manager.
- Works with the audit firm and local taxation department for annual settlements of labor tax.
- Liaises with the relevant government offices for all related tax, audit and social insurance issues
- Prepares the annual accounting orientation for the newly hired teachers
- Assists the CAC employees in opening local bank accounts.
- Processes payments to prepaid accounts and reconciles them monthly
- Subbing for Student billing coordinator and Payroll accountant during their absence
- Prepares and reconciles the monthly movement for the Central store account.
- Arranges for and monitors the annual inventory count for the Central store as directed by the Finance Manager.
- Processes payments related to all advances such as PDF, travel, business, salary, trips, athletic activities
- Processes miscellaneous payments such as phone and insurance company invoices and special events payments
- Sets up and processes all wire transfers and ACH batches online
- Responds to external auditors' requests as relates to job responsibilities
- On a monthly basis, responsible for reconciling a list of accounts as assigned by the Finance manager

**REQUIRED QUALIFICATIONS & EXPERIENCE:**

- Bachelor's degree in Finance / Accounting – MBA preferred
- A minimum of 5 years' experience in accounting
- Proficiency with MS office, specifically Excel
- Hands on knowledge of financial software such as Odoo, Microsoft Dynamics, etc
- Experience in government relations (taxes, social insurance, audit)
- Fluency in spoken and written English and Arabic

**REQUIRED SKILLS:**

- Ability to effectively communicate with a diverse customer base in a professional and courteous manner and resolving complaints and issues effectively and timely
- Maintain a customer service focus in dealing with all related parties (students, parents, work colleagues)
- Prioritizes tasks to meet deadlines and ensure completion of critical duties.
- Maintaining confidentiality and appropriately handling sensitive information
- Work as part of a team, as well as independently to ensure departmental goals are met
- Dependability, accuracy, attention to detail and willingness to learn
- Flexibility in adapting to changing rules and requirements

**Application deadline: September 22<sup>nd</sup>, 2022**

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