

## Semi-Senior Accountant

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Premier Tubular Inspection Services: PTIS - Provide a wide range of quality inspection services, non-destructive testing services, ndt technician, calibration services and instrument calibration to our client in the energy sector. Premier Tubular Inspection Services has been the hallmark of high-quality non-destructive testing within the Energy sector. Started thirty years ago, PTIS has become the industry leader across regions. With its team of highly-trained and committed inspectors, PTIS is known in the industry for being pioneers in technology application.

Designation: Semi-Senior Accountant  
Qualification/Specification: CA Intermediate  
Experience: 2-3 Years  
Age: 23-32  
Department: Audit  
Place of position: Karachi

**IT Skills:** Proficiency using Microsoft Office application suite including Word which includes Word, Excel, PowerPoint, flowcharts / Visio layout and other business software to prepare reports, notes, summaries and analyzes. Knowledge of SAP work.

**Technical Skills:** Adhere to International Financial Reporting Standards (IFRS), Internal Auditing Standards, Risk Management Practices and Analytical Procedures.

### **Job responsibilities:**

1. Prepare accurate, timely financial statements in accordance with our established schedule and with input from the rest of the accounting department.
2. Conduct monthly and quarterly account reconciliations to ensure accurate reporting and ledger maintenance
3. Analyze financial statements for discrepancies and other issues that should be brought to the CFO's attention
4. Review all inter-company transactions and generate invoices as necessary
5. Reconcile balance sheet accounts
6. Delegate financial responsibilities to accounting team
7. Coordinate semi-annual audits and assist CFO with conducting audits
8. Conduct regular ledger maintenance

Share your CV at [hr@premiertubular.com](mailto:hr@premiertubular.com) (Mention "Semi-Senior Accountant" in Subject Line) last date to apply: August 1, 2019