

Bangladesh Association of Call Center and Outsourcing (BACCO)

Position: Accounts Officer, SEIP-BACCO Project

Vacancy: 01

Job Context: We are looking for Accounts Officer for SEIP-BACCO Project.

Job Responsibilities:

- Closely monitor all payments and expenditures
- Cash and Bank dealings
- Maintain Organizational accounts (Cash Book/ Bank Book/ledgers etc.)
- Assist maintaining accounts both manually and using accounting software (Tally)
- Prepare and maintain all the vouchers, requisition slips & bills
- Reconcile the Bank Accounts regularly
- Perform any other tasks assigned by the management
- Assist and performing any other duties assigned by the Coordinator, Finance & Procurement.

Employment Status:

- Full-time, Contractual

Educational Requirements:

- Bachelor / MBA/ Masters in Accounting or finance
- CA CC preferable.

Experience Requirements:

- At least 2 year(s)

Additional Requirements:

- Age at most 50 years
- At least 2 years in relevant field.
- Age: Not over 50 years on 06 May 2019.

Job Location: Anywhere in Bangladesh

Salary: Taka 25,000 /month (Negotiable)

Application Deadline:

- 06 May 2019