

FINANCE OFFICER

CITY OF ASHBURN

FINANCE OFFICER RESPONSIBILITIES INCLUDE:

- **Keeping accurate records for all daily transactions**
- **Preparing balance sheets**
- **Processing Invoices**

JOB BRIEF:

We are looking for a Finance Officer to take charge of the financial health of our company by administering accounting operations to meet legal requirements.

You should be familiar with audits, invoices and budget preparations. Our ideal candidate must demonstrate interest in managing accounting activities, including bank reconciliations, accounts payable and accounts receivable. You should also have excellent organizational skills and be able to handle time-sensitive tasks. Ultimately, you'll be responsible for the day-to-day management of our financial transactions and procedures.

Responsibilities:

- **Keeping accurate records for all daily transactions**
- **Prepare balance sheets**
- **Process invoices**
- **Record accounts payable and accounts receivable**
- **Update internal systems with data financial**
- **Prepare monthly, quarterly and annual financial reports**
- **Reconcile bank statements**
- **Participate in financial audits**
- **Track bank deposits and payments**
- **Assist with budget preparation**
- **Review and implement financial policies**

Requirements:

- **Proven work experience as a Financial Officer or similar role**
- **Solid knowledge of financial and accounting procedures**
- **Experience using financial software**
- **Advanced MS Excel skills**
- **Knowledge of financial regulations**
- **Excellent analytic and numerical skills**

Education Requirements:

- **Associates Degree in CPA-**
- **Bachelor's Degree preferred**