



Quality Group of Construction Companies

3rd Floor, Maya Building, 10th Street, Sinkor, Monrovia, Liberia

Job Description

Job Title: Accountant
Report To: Chief Operating Officer
Supervises: Finance Assistant
Salary Range: US\$350.00 – US\$500.00

Quality Group of Construction Companies has an opportunity for an Account to establish themselves with a growing company offering the potential for future personal growth and leadership opportunities. Quality Group is rapidly growing design/ builds Construction Company looking for a self driven talented Accountant who has aspiration for advancement to perform the duties and responsibilities listed below.

Education: BSc Degree in Accounting and /or Finance
Minimum 3 years of progressive accounting experience required

Desired Skills and Experience:

- Minimum 3 years of progressive Accounting experience.
- Extensive Experience with Quick Books is a must.
- Strong Excel and writing Skills is required
- Prior Construction Accounting Experience is an added advantage.
- Self – Starter

Primary Function: Oversee the Accounting department and is responsible for all aspect of the financial/job costing accounting of Quality Group.

Responsibilities:

- Oversee construction accounting, including accounts payable.
- Create Project Accounts in accounting system.
- Responsible for all accounting operations of the company.
- Communicate routinely with Project Managers in a variety of job related topics including bonding, Insurance and contract agreements.
- Review and approve suppliers invoices related to a project.
- Report on project profitability to Management.
- Supervise account payable and accounts receivable functions.
- Manage Company and project cash flow.

MOTTO: Providing Our Clients with the Ability to Implement Strategy and Management Change

Cell: +231 (0) 88 030 8418 / 777 520 548 / 077 591 8570

email: info.qualityconstructiongroup@gmail.com

- Prepare all monthly financial reports.
- Provide reporting and budgeting as required by senior management.
- Review and approve timesheets for work related to a project.
- Close out project accounts upon project completion.
- All other tasks and duties assigned.

How to apply: All interested persons should kindly send a cover letter and CV to Info.qualityconstructiongroup@gmail.com by June 15, 2018.

Please note that applicants will be shortlisted and interviewed immediately after the applications are reviewed. Therefore a candidate may be selected before the expiration of this advertisement.

Signed:



MANAGEMENT