



DanaEnergy

Senior Accountant

1. Responsibilities and Duties

Tasks & Responsibilities:

- Handle all contractual & Project accounting issues
- Create project accounts, cost centers and expense codes in accounting system
- Maintain project-related records, including contracts and change orders
- Review supplier invoices related to a project
- Review overhead charges to be applied to a project
- Report on project profitability to financial management team
- Report to head of accounting regarding the remaining funding available for projects
- Contact with the client and contractors` financial department for all financial matters
- Prepare and update the contract summary sheet
- Close out project accounts upon project completion
- Investigate and handle SSO & Tax matters related to the Projects and organization
- Responsible to submit information to the internal and external auditors, as required
- Fully engagement with Project Accounting
- Analyze revenues, commissions and expenses to ensure full accuracy
- Prepare regular accounting reports
- Undertake all project journal vouchers

2. Job Specifications

Education:

- Minimum Bachelor's degree in Accounting, Finance from well-known university

Experience:

- Minimum 3 years relevant experience in project accounting/ Tax & SSO field

Knowledge & Skills:

- Familiarity with ERP/ accounting software particularly IFS is a plus

- Familiarity with MS. office particularly excel and word
- Intermediate English level

Behavioral qualities:

- Detail oriented
- Time Management
- Having a Committed, Integrated and Knowledgeable approach in the work place (Dana Energy core competencies)

Ideal Age: 28 - 35

Employment type: Full Time

Work Location: Tehran