

Cashier

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Company: Archirodon Construction

Location: Saudi Arabia

Category: other-general

Job Description

We are constantly growing and are currently looking for **Cashier** to join our top qualified and knowledgeable **Finance** team Saudi Arabia.

Are you a self-motivated Finance professional, looking for a new role to get passionate about? Would you like to be part of a dynamic EPC leader with global presence? We'd like to meet you!

What you will need to do:

Receives and disburses cash based on documents approved by the Management preparing the relevant documents like cheques, transfer letters etc.

Ensures that there is no unreasonable delay to payments resulting to employee/supplier dissatisfaction.

Keeps custody of the main cash on hand and its equivalents (i.e., unused, uncollected, or cancelled cheque etc.), as well as the main keys to the cashier's office.

Ensures that all cash-related documents comply with the approval requirements set by Management and obtains required approvals for invoices or equivalent documents preparing the necessary statements or summaries before preparing cheque/transfers.

Reconciles daily the cash with the relevant account balances.

Prepares and submits monthly the cash transactions summary and the bank

transactions summary.

Posts all bank-related accounting entries into the books of accounts, updates these entries upon getting approval, and, if applicable, sends the debit or credit advice to the concerned parties.

Prepares monthly the bank reconciliation and submits recon statements on or before 7th of next month.

Prepares reconciliation for major suppliers regularly and submits recon statements as and when needed.

What you will need to have:

Bachelor's or master's degree in accounting, or finance.

Minimum 3-5 years working experience as Cashier in multinational preferably in an industrial or large EPC construction industry company.

Ability to do verbal and written communication in English (Working excellence).

Excellent knowledge of financial and accounting standards

Excellent co-operation and interpersonal skills while working in a multicultural environment.

Strong computer skills and knowledge of common programs such as Microsoft Office and exposure to accounting systems.

You are someone who:

Good communication and interface with the Team

Operational mindset

Reliable, responsible, and organized with a close attention to detail.

A good team player with ability to work independently and prioritize multiple assignments.

What's in it for you:

Expat package is on the shelf, yet the real joy comes from being a member of smart

and passionate teams, within an international leading EPC Group on a mission that matters. We create mega construction projects - literally around the globe - with meaningful impact on the local communities for the years to come. At Archirodon, you will find a proud, productive and human-centric culture, caring for and building on our people and their development!

Please note that you will be contacted only in case you are shortlisted for an interview. In the meantime, do not hesitate to stay in touch and keep monitoring our and our page! Rest assured that your application will be treated with strict confidentiality and under all applicable data privacy regulations.

Qualifications

Additional Information

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