

# Job Description

6/28/2020

Position Title	General Accountant
Job Classification	Administrative
Working condition/location	Office based
Reports To:	GM
<b>Pay grade level</b>	<b>TBD</b>
Assignment Category	Regular, Full-Time
Job Description Summary	Responsible for overseeing and analyzing cost expenditures and purchases. Review purchases, record data, recommend new cost-efficient and financially feasible cost options, and oversee purchasing costs. Will also work across teams to present and translate important financial information and assist in company audits.
Duties and Key Responsibilities	<ul style="list-style-type: none"> <li>- Maintain cost accounting, documentation, and records</li> <li>- Determine costs and efficiency of company purchasing activities</li> <li>- Review costs for all external inventory, labor, and material purchases</li> <li>- Analyze and recommend cost savings</li> <li>- Collect and compile purchasing data for analysis</li> <li>- Prepare and complete internal cost audits</li> <li>- Review and document inventory and material purchases</li> <li>- Comply with Generally Accepted Accounting Principles (GAAP) for financial statements.</li> <li>- Prepare documents and interpret financial reports.</li> <li>- Maintain company AP/AR roles.</li> <li>- Assist in audits and general ledger preparation.</li> <li>- Forecasts and plans future purchasing costs according to fiscal needs.</li> </ul>
Qualifications	Bachelor's degree in accounting, finance, business with an - emphasis in accounting, or a related field.
Skills and Abilities	<ul style="list-style-type: none"> <li>- Excellent written and verbal communication skills</li> <li>- Accurate and precise attention to detail</li> <li>- Ability to multitask, prioritize, and manage time efficiently.</li> </ul>

Experience	<ul style="list-style-type: none"> <li>- 5+ Experience in KSA.</li> <li>- Experience with ERP or accounting systems is a must.</li> <li>- Filing taxes and VAT experience is a must</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>- Knowledge of bookkeeping and accounting best practices, laws, standards, and state/Saudi regulations and Generally Accepted Accounting Principles (GAAP)</li> </ul>
Professional Certification	CPA certification or equivalent is plus
Physical requirements	Not required
Driving License	Not required
Preferred nationality/ languages	Arabic/English is a must.
Scheduled monthly hours	PMO to define
Proposed Hire Date	1 <sup>st</sup> Aug 2020
Performance standard and KPI	TBD
Compensation Elements	
Housing	As per grade code
Medical	As per grade code
Phone	As per grade code
Contract Status	As per grade code
Contract Period	As per grade code
Air Ticket	As per grade code
Annual Vacation	As per grade code
Bonus Eligible	As per grade code
Transportation	As per grade code