

**From:** Human Resource Department

**TO:** Kemi Ehinmisan

**Role:** Account Executive

**Reports to:** Finance Head

**Job Objective:**

To support the finance head in managing the company’s financial affairs and providing accurate reports

**Job Responsibilities:**

* Make income or expense entries into the SAGE accounting system.
* Vet invoices, pay bills, and create invoices for clients.
* Check entries and document for accuracy, making necessary corrections and filing documents as needed.
* Maintain accurate book keeping
* Liaise with project managers to collate all planned and unplanned project costs
* Assist with payroll management
* Manage accounts receivables and payables
* Produce monthly bank statement reconciliation.

**KPIs**

* All income or expense entries for each mount must be made latest
* Accuracy of entries and other computation (zero tolerance for rework)
* Monthly bank statements must be ready latest
* Timeliness of payable(s)
* Escalate problem receivables to supervisor within xx days of delayed payment
* Confidentiality of information