



JOB DESCRIPTION ACCOUNTANT ASSISTANT

Position:
Accountant Assistant

Purpose:
Rabat American School is hiring an accountant assistant to maintain budget records, and prepare invoices. The accountant assistant will be helping with day-to-day tasks related to accounting and administrative duties in the school's business office.

Qualifications:

- Degree in Accounting.
- English language proficiency.
- Knowledge of general accounting principles, inventory management, and archiving.
- Mastery of Excel.
- 3+ years of experience in a similar position.
- Knowledge in Sage 1000 software is desirable.

Responsibilities and Duties:

1. Accounts Receivable:
 - Preparing and sending customer invoices.
 - Registering and archiving accounting documents.
2. Fixed Asset:
 - Updating the fixed assets register.
 - Updating the fixed assets workbook.
 - Managing the annual physical inventory.
3. Assisting with Accounts Payable.
4. Other duties as assigned by the Finance Director.

To apply, please send your Resume and Cover Letter to staffing@ras.ma with the subject line: "Accountant Assistant"

Deadline to Apply:
June 9th, 2023