

Human Resource Manager

Description

We are seeking a detail-oriented and motivated HR Manager to join our finance team.

Responsibilities

Key Responsibilities:

- Manage day-to-day accounting operations
- Prepare and maintain financial statements
- Reconcile bank statements and general ledger accounts
- Process invoices, payments, and expense reports
- Assist in budgeting and forecasting
- Ensure compliance with tax laws and financial regulations
- Support end-of-month and year-end close processes
- Maintain accurate and up-to-date financial records

Qualifications

- Bachelor's degree in Accounting, Finance, or related field
- Proven experience as an accountant or similar role
- Strong understanding of accounting principles and financial reporting
- Proficiency in accounting software (e.g., QuickBooks, Xero)
- Excellent attention to detail and organizational skills
- Ability to work independently and meet deadlines
- Strong communication and analytical skills

Job Benefits

Benefits include free vacation and medical aid

Contacts

Contact +123 456 7890

Experience

At least 2 years experience

Proven experience as an accountant or similar role

Education

CPA or equivalent certification

Hiring organization

Web Demo

Employment Type

Full-time

Beginning of employment

19 July 2025

Industry

Human Resources

Job Location

123 Mnopr Street, Bulawayo, Zimbabwe

Working Hours

9

Base Salary

600

Date posted

June 30, 2025

Valid through

04.07.2025