Human Resource Manager

Description
We are seeking a detail-oriented and motivated HR Managerto 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