

Job Title: Accounts Manager

Department: Accounting

Reports To: HOD / CEO

Effective Date: Immediately

Job Summary:

The Accounts Manager is responsible for developing and maintaining relationships with key accounts, ensuring that customer needs are met and exceeded, and driving revenue growth. The ideal candidate will have a proven track record of success in sales, excellent customer service skills, and the ability to build strong relationships.

Responsibilities and Duties:

1. Develop and maintain relationships with key accounts
2. Close sales and exceed revenue goals
3. Work with cross-functional teams to ensure customer satisfaction
4. Stay up-to-date on industry trends and best practices
5. Other duties as assigned

Qualifications:

1. Bachelor's degree in Accounting, Finance, or a related field.
2. 3+ years of experience in accounting or finance.
3. In-depth understanding of accounting principles and financial reporting.
4. Strong analytical and problem-solving skills to interpret financial data.
5. Ability to work independently and as part of a team
6. Ability to work under pressure
7. Flexibility and adaptability to navigate changes in accounting standard.

Benefits:

1. Competitive salary
2. Comprehensive benefits package
3. Paid time off
4. Employee assistance program
5. Tuition reimbursement