ACCOUNTANT

Job Ref. No: #JDMPR2931

2024 - 2025

- **Company Name** : Moris Media LLC
- **Designation** : Accountant
- **Job Type** : Full Time
- **Industry** : Media/ Entertainment industry
- **Department** : Accounting Department
- **Work Model** : Remote
- **Salary** : Negotiable Salary

www.morismedia.com

About morismedia

Moris Media is a professionally managed public relations, digital marketing and reputation-management organisation with 12+ years of industry experience, recognised as one of the world's leading PR and digital marketing boutique agencies, working across 40+ countries.

Job Summary

Moris Media is currently hiring for an Accountant **in Kazakhstan**. The **Accountant / Accounts Executive** will play a pivotal role in maintaining the financial health of the organization by ensuring accurate financial reporting and compliance with regulatory requirements. This position requires a detail-oriented professional who can manage financial transactions, prepare and analyze financial statements, and assist with budgeting and forecasting processes. The Accountant will be responsible for maintaining general ledger accounts, processing accounts payable and receivable, and reconciling bank statements.

In addition, the role involves collaborating with various departments to ensure proper accounting practices are followed and providing financial insights to support strategic decision-making. The ideal candidate will demonstrate proficiency in accounting software and have a solid understanding of accounting principles and practices. Excellent analytical skills and attention to detail are essential to identify discrepancies and ensure accurate financial records. The Accountant will also contribute to the preparation of tax returns and ensure timely filing, as well as assist in audits by providing necessary documentation and reports.

This position demands strong communication skills to effectively convey financial information to stakeholders and facilitate smooth financial operations within the organization. The Accountant will also stay updated on industry trends and changes in financial regulations to ensure compliance and best practices. This role offers a unique opportunity to contribute to Moris Media's financial strategy and growth, ensuring the accuracy and integrity of financial information while supporting the organization's mission.

Primary Responsibilities

- Prepare and maintain accurate financial statements, including balance sheets, income statements, and cash flow statements, in accordance with accounting principles and regulatory standards.
- Manage day-to-day financial transactions, ensuring all accounts payable and receivable processes are completed accurately and timely.
- Maintain and reconcile general ledger accounts, ensuring all entries are properly classified and supported by documentation.
- Conduct bank reconciliations on a monthly basis to ensure accurate cash management and identify discrepancies.
- Assist in the preparation of annual budgets and forecasts, providing analytical insights to support financial planning and decision-making.

- Collaborate with various departments to gather financial data and ensure compliance with accounting policies and procedures.
- Prepare and file tax returns in compliance with relevant laws and regulations, ensuring timely submissions to avoid penalties.
- Provide support during internal and external audits by preparing necessary documentation and reports for auditors.
- Monitor industry trends and changes in financial regulations to ensure compliance and implement best practices within the accounting department.
- Utilize accounting software and tools to streamline processes and improve efficiency in financial reporting and analysis.
- Assist in the development and implementation of financial controls and procedures to enhance accuracy and prevent fraud.
- Communicate financial information clearly to stakeholders, facilitating understanding and informed decision-making.
- Analyze financial data to identify trends, variances, and opportunities for cost reduction or revenue enhancement.
- Maintain organized financial records and documentation to ensure easy retrieval and reference for future audits or reporting requirements.
- Provide training and support to junior accounting staff, fostering a collaborative and efficient work environment.

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Required Skills

- Proven experience as an Accountant or in a similar role, with **2 to 7 years** of relevant experience in financial management and reporting.
- Strong understanding of accounting principles and practices, with the ability to apply them effectively in various

financial scenarios.

- Proficiency in accounting software (e.g., Tally, QuickBooks, or similar) and advanced Excel skills for financial analysis and reporting.
- Excellent analytical and problem-solving skills to identify discrepancies and provide actionable insights for financial improvement.
- Strong attention to detail, ensuring accuracy in financial reporting and compliance with regulatory requirements.
- Exceptional communication and interpersonal skills, with the ability to convey complex financial information to non-financial stakeholders confidently.
- Ability to work collaboratively with cross-functional teams, building relationships and facilitating smooth financial operations within the organization.
- A proactive and confident personality, capable of making decisions and presenting financial insights to senior management and other stakeholders.
- Adaptability and willingness to travel as needed for meetings, training, or site visits to support the organization's financial needs.
- Strong organizational skills, with the ability to manage multiple tasks and prioritize effectively to meet deadlines in a fast-paced environment.

Qualifications & Experience

Qualifications Required for Accountant at Moris Media

- **Educational Qualification**:
  - A Bachelor's degree in Accounting, Finance, or a related field is mandatory. A Master's degree (MBA or M.Com) or relevant certification (e.g., CA, CPA) is preferred.
- **Open for Travel**:
  - Willingness to travel as required for client meetings, training sessions, or other business-related activities.

- **Technical Specifications**:
  - **High-performance Laptop or Desktop**: Must possess a powerful computer with sufficient processing power and memory to handle demanding accounting tasks efficiently.
  - **High-speed Broadband Internet Connection**: A stable and reliable internet connection is essential for accessing online resources, collaborating with colleagues, and transferring large files without interruption.
  - **Virtual Workstation**: A dedicated workspace, whether physical or virtual, is necessary to maintain productivity. This environment should be conducive to focused work and free from distractions.
- **Salary**:
  - We offer a competitive salary and benefits package. We are committed to fair compensation and are open to discussing salary based on your experience, skills, and personality. If shortlisted, we can discuss salary details in more depth during the interview process.

Apply Only Through the Official Job Page

Candidates must review the complete job description, eligibility requirements, work model, location and experience expectations before submitting accurate and updated information through the official application form.

Submitting an application does not guarantee shortlisting, an interview or employment. Moris Media does not request registration charges, security deposits, training fees or candidate payments through its official recruitment process.

APPLY ONLINE HERE

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