

## ACCOUNTANT CUM CASHIER

### Job Description

- Payment of bills and recording and accounting for receipts and maintenance of records of all transactions on excel spreadsheets.
- Depositing money and cheque in the bank regularly and maintain good relationship with bank staff. Pay and account for claims to staff.
- Maintenance of the payment sequence and accounts department filing system and file store.
- Cross-checking invoices with payments and expenses to ensure accuracy
- Managing a company's accounts payable and receivable
- Sending bills and invoices to clients
- Tracking organization expenses
- Working with collection agencies on overdue payments
- Communicating with clients regarding billing and payments
- Investigating financial transactions and records on a daily basis.
- Reviewing incoming and outgoing invoices.
- Making payments to various service providers.
- Preparing and updating account payables and receivables.
- Managing financial records in compliance with tax and accounting laws.
- Evaluating internal stock control systems and providing necessary report where needed.
- Preparing financial reports and presenting it to the higher management.

If you are interested please forward your resume to [hrpradeepa@atnedu.lk](mailto:hrpradeepa@atnedu.lk)

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