

We are www.onlineaccounting.lk, Sri Lanka's first ever virtual learning institute for professional education. We are looking for following vacancies in our well reputed company located in Nugegoda.

Accounts Assistant

Should have passed GCE A/Ls preferably in Commerce stream

Full or partial qualified in AAT or equivalent

Age between 20 – 26 years

Excellent organizational and time-management skills to ensure that an office runs smoothly

Preparing daily cash reconciliation and providing access to cash deposits

Computer literacy and a working knowledge of accounting double entries and other relevant applications, such as spreadsheets.

Supporting the preparation of management accounts and month-end duties

Taking care of administrative tasks, such as correspondence, filing, and printing

If you are the one looking for, kindly forward your resume in PDF format with the recent photograph to sitharaumeshani@gmail.com (Indicate "Position" in the subject box of your e-mail)

Contact us for further clarification – 0764943533 (Human Recourse Department)