



JOB DESCRIPTION — ACCOUNTING & BOOKKEEPING OFFICER

Amarac, Nigeria

Amarac is a global leader in information technology. We leverage technology to help businesses grow, communities thrive, and people prosper. Our culture is built on tenets that derive from the golden rule. A culture driven by people with different backgrounds and cultures, serving our clients with customized solutions that will solve their business problems, create stability, and drive growth.

Amarac Technology Solutions Limited, a subsidiary of **Amarac Technologies Incorporated**, with headquarters in the United States, consistently stands out in a competitive marketplace as an employer of knowledgeable, highly skilled, and competitive talent. We are a company that provides tailored IT solutions that enhance businesses and empower their employees. At the core, our job is to help remove obstacles that inhibit efficiency and productivity. As you consider the value of working for Amarac, we encourage you to remember our dynamism, winning attitude, and strong performance will maximize your potential.

Position Summary/Essential Duties and Responsibilities:

The Accounting & Bookkeeping Officer will be responsible for processing all accounts payable and accounts receivable, including payroll. The duties of the position will include:

- Inputting and maintaining all AP/AR data in Quickbooks
- Cuts all checks and processes accounts payable and receivable
- Records monthly expendables
- Record, balance, and deposit all receipts
- Produce and mail invoices to all clients in accordance with licensing agreements
- Collects and records payments
- Sends notices on balance due to clients
- Keeps track of delinquent and at-risk accounts
- Escalate past due, delinquent, and at-risk accounts to COO and CFO
- Record all cash receipts and deposits
- Reconcile bank accounts
- Complete special tasks as assigned
- Monitoring company accounts and conducting quarterly reviews
- Producing profit-and-loss statements
- Managing expense reports
- Presenting budgets and reports to upper management

Qualifications:

- Bachelor's degree
- 3+ years of relevant experience
- Proficient with Microsoft productivity tools (Office applications, Teams, SharePoint, and Outlook)
- Bookkeeping skills
- Attention to detail
- Critical thinking and analytical skills
- High degree of integrity; strong moral character
- Must be able to successfully pass a pre-employment drug/alcohol screen following a conditional offer of employment
- Proficient in MS Office (Word, Excel, Outlook, Access)

Interpersonal Skills:

- Must be self-motivated and goal-oriented
- Attention to detail and proven ability to follow through on tasks
- Strong analytical, organizational, and problem-solving skills
- Ability to work on multiple tasks and priorities concurrently
- Requires minimal supervision and motivation
- Ability to work collaboratively with others
- High sense of ownership, accountability, and initiative
- Proven relationship-building skills and high energy level
- Excellent oral and written communication skills

Employment Type: Part-time

Benefits (minimum waiting period apply):

- National Health Insurance Program
- Employee Assistance Program
- Two Weeks Paid Time Off

Schedule:

- Flexible

Work Location:

- Abuja, Nigeria

Eligibility Requirements:

- Interested candidates must be 18 years of age or older.
- Must be willing to submit to a background investigation; any offer of employment is conditioned upon the successful completion of a background investigation.
- Must have unrestricted work authorization to work in Nigeria. For employment opportunities in Nigeria, Amara hires Nigerian citizens, permanent residents, asylees, refugees, and temporary residents. Temporary residence does not

include those with non-immigrant work authorization, such as students in practical training status. Exceptions to these requirements will be determined based on shortage of qualified candidates with a particular skill. Amarc will require proof of work authorization.

- Must be willing to execute Amarc's Employee Agreement or Confidentiality and Non-Disclosure Agreement which requires, among other things, post-employment obligations relating to non-solicitation, confidentiality, and non-disclosure

Amarac offers competitive salaries and some benefits, employee assistance program, career development, and training programs. *Amarac believes that all persons are entitled to equal employment opportunity and does not discriminate against nor favor any applicant because of race, sex, color, disability, national origin, religion, creed, age, marital status, citizenship, veteran status, gender, or any other protected class. Equal employment opportunity will be extended in all aspects of the employer-employee relationship, including, but not limited to, recruitment, hiring, training, promotion, transfer, demotion, compensation, benefits, layoff, and termination. In addition, Amarc will make reasonable accommodations to known physical or mental limitations of an otherwise qualified applicant with a disability, unless the accommodation would impose an undue hardship on the operation of our business.*

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