

Accounting Manager

DATE:	November 29, 2011
SALARY:	5967/7459/8950
JOB DESCRIPTION:	Supervision of accounting and accounts payable functions.
TYPICAL WORK CONDITIONS:	Office environment.
EQUIPMENT USED:	PC, calculator, telephone, copier.
KNOWLEDGE/TRAINING:	Bachelor's degree in accounting.
ESSENTIAL TASKS:	Responsible for administration of accounting policy and procedures. Coordinates preparation of required filings and budgets. Responsible for cost allocation methods.

Submit application by December 7, 2011.