



ALTO RIO LTD
Garment Manufacturer and Exporter

Alto Rio Ltd is hiring for the post of Accounts Officer.

Address: Coastal Road, Score Building, Tombeau Bay.

Accounts Officer.

Duties are as follows:

- Maintaining financial records.
- Handling accounts payable and receivable.
- Checking invoices.
- Resolving accounts to the general ledger.
- Contacting clients about transactions and invoices.
- Handling queries related to accounts.

OTHER SKILLS

- Computer literacy (Microsoft Office, Excel, etc....)
- Sharp analytical skills
- Excellent Communication and Presentation skills
- Detail orientation.
- Strong interpersonal skills.
- Be able to work in teams.
- Proficiency in MS Excels and QuickBooks.

Qualifications:

- A degree in accounting, finance or related field.
- Previous proven working experience as an Accounts Officer.
- Knowledge and competency in accounting principles.
- System management.

Please send your cover letter and resume on either randhir@altoriogroup.com and reema@altoriogroup.com

Duration: Permanent Basis (Mon to Fri) as from 8 am to 5pm.

Closing Date: 15 August 2023
