

Startup Bangladesh Limited

Bangladesh Computer Council

Information and Communication Technology Division

Concord Silvy Heights (8th Floor), 73A Gulshan Avenue, Gulshan-1, Dhaka-1212

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JOB OPPORTUNITY

Position: Operations Accountant (Contractual)

Report to: Financial Controller

Job Description:

We are looking for a diligent Operations Accountant (Contractual Position) to manage the daily financial operations of our organization. The ideal candidate will have a strong background in accounting and financial management.

Principal Job Role/Accountabilities

- Prepare timely and accurate journal entries
- Reconcile balance sheet accounts, ensuring accuracy and proper controls
- Maintain perpetual inventory records
- Perform intercompany balancing
- Administer the fixed assets process, tracking capital expenditures through completion
- Assist with other monthly closing activities as assigned
- Proactively improve processes to drive accuracy and efficiency
- Provide and participate in cross-training
- Provide analysis and support for the annual audit
- Participate in project work as needed
- Manage the petty cash fund and ensure relevant activities.
- Any other tasks assigned by management.

Job Requirements:

- Bachelor's degree in Accounting, Finance, or a related field. CA (CC), or relevant professional certification is a plus.
- At least one year of experience preferably in accounting, finance, private equity, and startup/venture capital industry will be an added advantage.
- GL experience strongly preferred
- Ability to manage and meet deadlines
- Proficiency with in MS Office applications, particular emphasis on Excel
- Accounting software proficiency is a plus

Location: Dhaka, Bangladesh

Compensation: Commensurate with experience

Application Procedure:

(1) Interested candidates are invited to submit their resume and a cover letter explaining their qualifications and interest in the position to: career@startupbangladeshvc.gov.bd. Please include "Operations Accountant Application - [Your Name]" in the subject line of your email. The application deadline is September 24, 2023.

(2) Only shortlisted candidates will be called for interview.

Date: Sept 10, 2023

Memo: 56.07.0000.002.11.010.23-762

Nazmul Huda
Human Resource Associate