



# **OYINS RESORT: A SUBSIDIARY OF OYINSINTERNATIONAL**

OLD EPE GARAGE, IJEBU ODE OGUN STATE NIGERIA

## **ADMINISTRATIVE STAFF MEMBERS**

### **Additional Roles**

#### **Account Officer**

#### **Summary:**

The Account Officer plays a critical role in managing financial transactions, maintaining accurate records, and providing support to the finance department. This position requires attention to detail, strong organizational skills, and the ability to effectively communicate with clients and internal stakeholders.

#### **Responsibilities:**

1. Process financial transactions, including accounts payable, accounts receivable, and payroll.
2. Maintain accurate records of financial transactions and ensure compliance with company policies and procedures.
3. Prepare and reconcile bank statements, invoices, and other financial documents.
4. Assist in the preparation of financial reports, budgeting, and forecasting.
5. Monitor accounts to identify discrepancies, resolve issues, and ensure timely payment and collection.

6. Communicate with clients, vendors, and internal departments to address inquiries and resolve billing or payment discrepancies.
7. Assist in the development and implementation of financial policies and procedures.
8. Collaborate with the finance team to streamline processes and improve efficiency.
9. Stay updated on financial regulations and best practices to ensure compliance and mitigate risks.
10. Provide administrative support to the finance department, such as filing documents, organizing records, and preparing correspondence.

**Qualifications:**

1. Bachelor's degree in Accounting, Finance, Business Administration, or related field.
2. Proven experience in accounting or finance roles, preferably in a similar industry.
3. Strong understanding of accounting principles and financial concepts.
4. Proficiency in accounting software, such as QuickBooks, SAP, or Oracle.
5. Excellent numerical and analytical skills with attention to detail.
6. Strong written and verbal communication skills.
7. Ability to prioritize tasks and meet deadlines in a fast-paced environment.
8. Team player with the ability to collaborate effectively with colleagues across departments.
9. Knowledge of regulatory requirements and compliance standards.
10. Professional certification (e.g., ICAN, ACCA) is a plus but not required.

**Benefits:**

Competitive salary and benefits package. Opportunity to work in a dynamic and fast-paced environment. Career development opportunities within a growing hospitality company. Discounted hotel stays and access to hotel amenities. The chance to make a positive impact on the guest experience. If you are a highly motivated and customer-oriented individual with a passion for hospitality, we encourage you to apply!

**To Apply:**

Please send your resume and cover letter to [hr@oyinsinternational.com] We look forward to hearing from you!