

STARTUP BANGLADESH LIMITED – a venture capital company wholly owned by ICT Division, The Government of Bangladesh

Position: Operations Accountant

Description:

Startup Bangladesh Limited is a forward-looking company that aims to catalyze a startup revolution in Bangladesh. The Operations Accountant position will be heavily involved in month-end close processes, ensuring proper accounting controls and processes across multiple locations. This person will report directly to the Operations Financial Controller and work closely with various corporate teams and finance personnel across other locations. This position requires a detail-oriented person with initiative to improve process and ability to work in a dynamic and changing environment

Report to: Operations Financial Controller

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

Job Requirements:

- Strong organizational and multitasking skills
- GL experience strongly preferred
- Ability to manage and meet deadlines
- Proficiency with in MS Office applications, particular emphasis on Excel
- Proficiency Gmail & Google Suite
- Accounting software proficiency is a plus

Minimum Education required:

Bachelor's degree in Accounting from reputed University in Bangladesh or abroad.
Those enrolled in CPA/CMA will be given preference.

Years of Experience:

3+ years accounting experience. Business experience in Finance, Portfolio valuations, private equity or startup/venture capital industry will be an added advantage.

Location: Dhaka, Bangladesh

Compensation: Commensurate with experience

Send CV with cover letter to: info@startupbangladeshvc.gov.bd

Attention:

Tina F. Jabeen

Managing Director and CEO

Startup Bangladesh Limited

Application deadline: 31st October 2020