

Accounting Manager

DATE:	March 1, 2010
SALARY:	5850/7312/8774
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 March 9, 2010.