



الخدمت فاؤنڈیشن پاکستان  
ALKHIDMAT FOUNDATION PAKISTAN

Join

Our Team

### Accounts Officer (Aghosh Faisalabad)

Aghosh Alkhidmat Faisalabad is a boarding school with modern educational and recreational facilities for deserving children. Currently, we are looking for a competent, energetic, hardworking, and experienced male candidate to be a part of a purposeful educational project aimed at making a difference in children's lives.

### QUALIFICATION

Graduation, BBA, B.com

### EXPERIENCE

1 year relevant experience

### JOB REQUIREMENTS

- To cross-check invoices with payments and expenses to ensure accuracy
- To manage accounts receivable and payable
- To prepare and check adjustment vouchers related to regions and projects
- To review Vendors/Regions/Tax Payable reconciliations on weekly/monthly basis
- To maintain record of used and newly printed receipt books
- Proficient in MS Office, Quick Books, Internet/Email

APPLY BY  
December 2, 2023

Email your CV along with cover letter to [muhammad.nafees@alkhidmat.org](mailto:muhammad.nafees@alkhidmat.org) with the subject "Application for the Post of Accounts Officer Aghosh Faisalabad".

Note: We offer market competitive salaries with excellent fringe benefits

+92-321-7910579

Aghosh Alkhidmat P-55 Faisal Garden West Canal  
Road, Faisalabad

[www.alkhidmat.org](http://www.alkhidmat.org)