

We Are

# HIRING



Accounts Office  
Receivables

### Requirement:

- ✓ BBA/BA/Equivalence Degree
- ✓ 1-3 Years relevant experience
- ✓ Food/FMCG Industry preferably

### Key Responsibilities:

- Maintain & Review Financial records*
- Ensure compliance with accounting principles*
- Ensure the timely posting of bank and cash receipts*
- Record transactions in company accounting software*
- Prepare Sales invoice*
- Visit banks for processing daily financial transactions of company*
- Handle queries related to accounts*
- Another work assigned by line manager*



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