

Carpet Accounting Officer

tvt07998@gmail.com

Phone :

Web :



TURQUOISE
MOUNTAIN

Job Summary

Vacancy :

Deadline : Dec 12, 2024

Published : Nov 25, 2024

Employment Status : Full Time

Experience : Any

Salary : As Per Company Salary Scale

Gender : Male

Career Level : Any

Qualification :

Job Description

About Turquoise Mountain:

Turquoise Mountain is a non-profit, non-governmental organization specializing in urban regeneration, business development, and education in traditional arts and architecture. We seek to provide education, skills and livelihoods to Afghan men and women. Since 2006 Turquoise Mountain has cleared 45,000 cubic meters of rubbish from the streets, restored or built 150 historic and community buildings, created a primary school and a clinic, and installed water, electricity, and sanitation through the historic traditional craft neighborhood of Murad Khani in the old city of Kabul. It has created the internationally accredited Institute for Afghan Arts & Architecture, training the next generation of craftsmen and women in woodwork, jewelry and gem cutting, calligraphy and miniature painting, and ceramics. Finally, it has sold over US\$15,000,000 of Afghan artisan products internationally.

Job Description:

Job Summary:

As a Carpet Accounting Officer, you will be responsible for managing all financial and administrative tasks related to carpet production and transactions. Your role includes maintaining accurate bookkeeping using Xero Accounting Software, generating quotations, invoices, and purchase orders based on data provided by the Carpet Production Team, and ensuring their review and accuracy. You will also oversee local transport tracking, maintain and reconcile inventory records, and support the carpet team with administrative and document-processing tasks. Additionally, you will handle supplier communications, prepare reports, and contribute to the development of forms and processes to improve efficiency, under the guidance of your supervisor.

Main Responsibilities:

- Be responsible for all bookkeeping of carpet-related transactions within the existing cloud-based computerized Xero accounting system.
- Generate quotations and Purchase Orders for the relevant customers and Suppliers using Xero Accounting Software based on the data received from Carpet Production Manager and send them for review to Business Development Carpet Accountant Coordinator.
- Generate Invoices and Bills using Xero Accounting Software for the relevant carpet customers and suppliers based on the data received from Carpet Production Team and carpet suppliers for the produced carpets and send them for review to Business Development Carpet Accountant Coordinator.
- Processing office documents such as (PRFs, and taxi fares and keeping track of local carpet transport movements within KBL to BAM to Aqcha).
- Receiving and responding to emails of Suppliers after consultation with the line Manager/Supervisor.
- Support the administrative work of the carpet team in Kabul.
- Developing forms and sheets and prepare Reports based on needs.
- Keep tracking and physical check of Carpet inventory on monthly basis in cloud-based computerized system and provide monthly and annual reconciliations for internal and external audit purposes.
- Any other carpet-related tasks assigned by the supervisor.

Job Requirements:

- A Bachelor's degree in Finance, Accounting, Business Administration or a related field.
- Professional certifications (e.g., ACCA, CPA) are preferred and will be an advantage.
- At least 4 years of experience in accounting, bookkeeping or finance role. Experience with cloud-based accounting software, especially **Xero**, is highly desirable.
- Familiarity with the carpet production process is advantageous.
- Knowledge of computer software (Ms. Excel, Ms Word, Ms Access, Databases.).
- Spoken full national languages
- English language skills. Should have strong English in verbal, written, and interpersonal communication skills.

Submission Guideline:

Candidates should submit their CVs with Cover Letter to: vacancy.af@turquoisemountain.org by no later than, 08th of December 2024. In the subject line of the e-mail, please mention – (1124-04 Carpet Accounting Officer) only.

Kindly combine CV and Cover Letter as one pdf document and avoid sending us certificates and other heavy sized documents.

Submission Email:

vacancy.af@turquoisemountain.org

Education & Experience

A Bachelor's degree in Finance, Accounting, Business Administration or a related field. Professional certifications (e.g., ACCA, CPA) are preferred and will be an advantage. At least 4 years of experience in accounting, bookkeeping or finance role. Experience with cloud-based accounting software, especially **Xero**, is highly desirable. Familiarity with the carpet production process is advantageous. Knowledge of computer software (Ms. Excel, Ms Word, Ms Access, Databases.). Spoken full national languages English language skills. Should have strong English in verbal, written, and interpersonal communication skills.

Must Have

A Bachelor's degree in Finance, Accounting, Business Administration or a related field. Professional certifications (e.g., ACCA, CPA) are preferred and will be an advantage. At least 4 years of experience in accounting, bookkeeping or finance role. Experience with cloud-based accounting software, especially **Xero**, is highly desirable. Familiarity with the carpet production process is advantageous. Knowledge of computer software (Ms. Excel, Ms Word, Ms Access, Databases.). Spoken full national languages English language skills. Should have strong English in verbal, written, and interpersonal communication skills.

Educational Requirements

Compensation & Other Benefits
