

GENERAL CONSTRUCTION MECHANICS (GCM), A LEADING STEEL STRUCTURE PROVIDER ACROSS VARIOUS INDUSTRIES IN PAKISTAN, IS CURRENTLY SEEKING QUALIFIED CANDIDATES TO JOIN OUR LAHORE OFFICE TEAM FOR PROJECTS LOCATED THROUGHOUT PAKISTAN:

## **JOB VACANCY: ACCOUNT OFFICER (FEMALE)**

### **RESPONSIBILITIES**

MANAGE ACCOUNTS RECEIVABLE AND ACCOUNTS PAYABLE FUNCTIONS EFFICIENTLY  
PREPARE AND MAINTAIN ACCURATE FINANCIAL RECORDS, INCLUDING LEDGERS, JOURNALS, AND FINANCIAL STATEMENTS.  
PERFORM BANK RECONCILIATIONS AND ENSURE TIMELY PROCESSING OF TRANSACTIONS.  
ASSIST IN BUDGET PREPARATION AND VARIANCE ANALYSIS.  
HANDLE PAYROLL PROCESSING AND ENSURE COMPLIANCE WITH TAX REGULATIONS  
COLLABORATE WITH INTERNAL TEAMS TO ENSURE ACCURATE PROJECT COSTING AND FINANCIAL REPORTING.  
ASSIST IN THE PREPARATION OF FINANCIAL REPORTS FOR MANAGEMENT REVIEW.

### **QUALIFICATIONS:**

BACHELOR'S DEGREE IN ACCOUNTING, FINANCE, OR RELATED FIELD (BBA HONORS, MBA, OR EQUIVALENT 16 YEARS DEGREE)  
BACHELOR'S DEGREE IN MATHEMATICS OR STATISTICS  
PROFICIENCY IN ACCOUNTING SOFTWARE AND MICROSOFT OFFICE SUITE  
STRONG ANALYTICAL SKILLS AND ATTENTION TO DETAIL  
EXCELLENT COMMUNICATION AND INTERPERSONAL SKILLS  
UNDERSTANDING OF STATISTICS AND MATHEMATICS (STATE MATH DEGREE)

**WE LOOK FORWARD TO WELCOMING MOTIVATED INDIVIDUALS TO OUR TEAM AT GCM.**

**NOTE: ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR INTERVIEWS.**

**INTERESTED CANDIDATES  
SHOULD SEND THEIR  
RESUMES TO**

**HR@GCM.COM.PK  
CAREERS@GCM.COM.PK.**



**GCM.COM.PK/**

