

# Job Description

Title: Executive Tax & Accounts

Cost Ctr: 902

Work Location: Islamabad, Pakistan

Position Status:  Full-time  Part-time

Division & Department: Finance & Accounting

Position Reports to: Finance Manager Pakistan

## COMPANY VALUES

All Authentix employees are expected to embrace our Company values in the performance of their respective tasks and duties.

Always with *integrity*.....Authentixians value:

- Dedicate ourselves to our customer's success;
- Compete and win with integrity;
- Create innovative solutions with science and technology; and
- Team and collaborate with accountability.

## JOB SUMMARY

Executive Tax & Accounts will work with the Finance Manager to ensure that the Company is reporting financial results on a timely basis. This individual will support various aspects of tax and accounting for the Company through active involvement in the month-end close, provision of required tax and corporate related data to tax consultants, maintaining complete inventory records and ensuring all regulatory returns are filed within prescribed time. The individual may also be required to coordinate with the Corporate Office in Addison for various tasks related to his job functions. This role requires an effective and experienced accountant in the general accounting and tax function. Executive Tax & Accounts must be a self-starter with a strong work ethic, bring a positive and outgoing personality to the role, and be a reliable and collaborative team member.

## SUMMARY OF ESSENTIAL JOB FUNCTIONS

The essential functions listed below are representative of the functions that must be performed in order to satisfactorily fulfill the purpose of this job. Additional functions and duties may be assumed or assigned from time to time.

- Assist with the monthly accounting close and reconciliation process, adhering to the published accounting close and reporting calendar.
- Prepare account reconciliations in conjunction with the monthly close process, including the related journal entries.
- Working with corporate advisor in preparation of Annual Income Tax Return required to be filed under Income Tax Ordinance 2001
- Working with corporate advisor in preparation and filing of periodic withholding tax statements in relation to tax deducted by the Company

# Job Description

- Working with corporate advisor in preparation of data for filing monthly sales tax returns for Federal as well as provincial tax authorities
- Assisting the corporate advisor in filing of statutory forms/documents with the regulatory authorities
- Review of import taxes and duties including tax exemption on inventory being sold to customers
- Preparation of stock reports/reconciliations and observing physical stock take activity
- Processing of Project Stock Orders (PSOs) for orders received from the customers
- Tracking of withholding tax challan from customers and reconciling the ledger balance with the supporting documents
- Assist with accurate and timely monthly, quarterly and year end close.
- Maintain files as needed within the department.
- Perform such other accounting, financial, or administrative tasks as may be required from time-to-time by the Finance Manager.

## **KNOWLEDGE, SKILLS AND ABILITIES**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required to satisfactorily perform the essential functions of this job.

- ACCA Qualified/CA Inter with articles completed
- Minimum 3 year's tax and accounting experience, preferably with transactional-level experience
- High level of proficiency in Microsoft Excel and IRIS (Tax Portal)
- Able to work with accuracy and attention to detail
- Experience in preparing account reconciliations and financial statements
- In depth knowledge of the financial reporting requirements per Companies Act, 2017
- Conversant with Tax Laws and related returns
- Ability to work under pressure and manage multiple projects/deliverables
- Highest level of integrity and ability to handle highly confidential information
- Excellent interpersonal, oral and written communication skills
- Self-starter and highly accountable
- Motivated, reliable and outgoing with a strong work ethic
- Ability to work independently and as a member of a team
- SAPbyDesign experience, preferred but not required
- Fluent in Urdu and English

## **WORK REQUIREMENTS**

The work environment characteristics are representative of those an employee encounters while performing the described job. Authentix is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA), the ADA Amendments of 2008 and all applicable state and local laws concerning disability accommodation. Reasonable accommodations will be provided to individuals with known physical or mental disabilities if such accommodation would

# Job Description

not impose an undue hardship on the company, and would enable the individual to apply for, or perform, the essential functions of the position in question.

**Environment:** Work is performed primarily in a standard office environment. Employees may work under the stress of regular interdepartmental interaction and pressure to meet multiple deadlines.

**Physical:** Essential functions require sufficient physical ability and mobility to work in an office setting. While performing the duties of this job, the employee is frequently required to stand and/or sit for prolonged periods of time; must be able to hear and verbally communicate in order to exchange information in person or over the phone; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push and/or pull up to 25 pounds of weight; to operate office equipment requiring repetitive hand movement; to occasionally travel to other locations using various modes of private or commercial transportation.

## NOTIFICATION

This Job Description is intended to describe the general nature and level of work being performed by people assigned to this job and is not considered an exhaustive list of all responsibilities, duties and required skills. This Job Description does not constitute an offer of employment. The employment relationship between the Company and its employees is "At-Will" and based on mutual consent. Authentix, Inc. is an Equal Opportunity Employer.

<i>Human Resources use only</i>	
Job Title	Executive Tax & Accounts
Management (Yes / No)	No
Status (Exempt / Non-Exempt)	
Date Revised	
HR Approval Signature / Date	
Executive Approval Signature / Date	