https://www.lankatalents.lk/job/accounts-executive/

Accounts Executive

Hiring organization
Lanka Talents Creations (Pvt) Ltd

Industry
Shipping & Logistics

Employment Type
Full-time

Job Location
Borella, Borella , (Colombo 08)

Valid through
14.08.2026

Description

We are seeking a detail-oriented and motivated **Accounts Executive** to join its Finance Department. The successful candidate will be responsible for maintaining financial records, supporting day-to-day accounting operations, preparing reports, and ensuring financial transactions are recorded accurately. The ideal candidate should be capable of working independently, meeting deadlines, and maintaining a high level of accuracy while supporting the finance function within a fast-growing shipping and logistics organization.

Responsibilities

- Maintain accurate financial records and accounting documentation.
- Record daily financial transactions and update accounting systems.
- Assist with accounts payable and accounts receivable processes.
- Prepare financial reports and reconciliations as required.
- Support month-end and year-end closing activities.
- Ensure compliance with company financial policies and procedures.
- Coordinate with internal departments regarding financial documentation.
- Perform general accounting and administrative duties assigned by the Finance Department.

Qualifications

- Full or Part Qualification in Financial Accounting.
- Minimum **2–4 years** of relevant experience.
- Excellent English communication skills (written and spoken).
- Proficiency in the latest accounting software and CRM systems.
- Strong analytical and numerical skills.
- Ability to work under pressure and meet deadlines.
- Ability to work independently with minimum supervision.
- Good organizational and time management skills.
- High level of integrity, accuracy, and attention to detail

Contacts

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