



The Deanship of Student Affairs announces its need to fill the following positions under the contract system at the expense of the Student Fund, which are detailed as follows:

Job Title: Accountant

Position: Accountant

Number of Vacancies: 1

Contract Duration: 1 Year

Duties and Responsibilities

1. Record daily financial transactions in the accounting system.
2. Prepare periodic financial statements.
3. Conduct asset inventory and calculate all provisions.
4. Perform monthly bank reconciliations and match balances.
5. Prepare expense reports and analyze budget variances.
6. Participate in the preparation of the annual budget.
7. Review and verify accounting documents and all financial transactions, including payroll processing.
8. Prepare tax returns in coordination with the relevant authorities.



9. Perform any other tasks assigned by the management or direct supervisor.

Required Qualifications and Conditions:

1. Diploma or Bachelor's degree in Accounting.
2. Previous experience and familiarity with the required tasks, with the ability to perform them efficiently.
3. Proficiency in using Microsoft Office programs
4. Accuracy in work, commitment to deadlines, good conduct, and effective communication skills.

Please send CVs to the following email: st_funds@pnu.edu.sa