

JMG Door & Furniture

Executive/ Sr. Executive, Accounts

Application Deadline : 29 Jan 2026

Summary

Vacancy: 4

Location: **Chattogram**

Salary: **Negotiable**

Experience: **4 to 6 years**

Published: **30 Dec 2025**

Applicants are encouraged to submit **Video CV**.

Requirements

Education

- Master of Business Administration (MBA) in Accounting
- Master of Business Administration (MBA) in Finance
- Master in Business Administration (MBA) in Accounting/Finance.
- CA (CC), CA/ICMA/ACCA (Partly Qualified)
- Education:

Experience

- 4 to 6 years

Additional Requirements

- The applicants should have experience in the following business area: Accounts Department.

Responsibilities & Context

Job Context:

We are looking for experienced and passionate Executive/ Sr Executive Accounts.

Job Responsibilities:

- Prepare and maintain financial statements, including balance sheets, income statements, and cash flow statements.
- Generate monthly, quarterly, and annual financial reports for management review.

- Assist in the preparation of budgets and forecasts.
- Monitor actual financial performance against budgets and forecasts, identifying and explaining variances.
- Manage the accounts payable process, including processing invoices and ensuring time payments to suppliers.
- Oversee accounts receivable, ensuring timely collection of payments from customers.
- Maintain and reconcile the general ledger, ensuring all transactions are accurately recorded.
- Perform regular reconciliations of bank accounts and other financial accounts.
- Ensure compliance with local laws, tax and VAT regulations.
- Conduct financial analysis to support decision-making processes
- Implement and maintain effective internal controls to safeguard company assets.
- Ensure adherence to financial policies and procedures.
- Assist with internal and external audits, providing necessary documentation and explanations.
- Stay updated on financial regulations and ensure the company complies with relevant laws.
- Prepare and submit regulatory reports as required.
- Work closely with other departments to provide financial insights and support.

Skills & Expertise

Suggested by 

Accounts and Finance

Accounting

Accounting Software

Compensation & Other Benefits

- T/A, Mobile bill

Festival Bonus Performance wise increment Performance wise promotion

Workplace

Work at office

Employment Status

Full Time

Job Location

Chattogram

Read Before Apply

Address: 3/D, Bayazid Bostami Road, Near Sena Filling Station (Hashmi Camp), Nasirabad I/A,
Chattogram Mail: jmginternational.career@gmail.com Contact Number: 01322914593.

Apply Procedure

Email Your CV

Send your CV to the given email jmginternational.career@gmail.com

Company Information

JMG Door & Furniture

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Address:

Rubi Gate, Chittagong 3/D, Bayazid Bostami Road, Near Sena Filling Station (Hashmi Camp),
Nasirabad I/A, Chattogram

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⚠ রিপোর্ট

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