



Job Title: Accountant

Company: Builder Travel

Location: Mohandseen - Giza

About Us: Builder Travel is a leading tourism company dedicated to providing unforgettable travel experiences to our clients. With a passion for exploration and a commitment to excellence, we offer a wide range of travel services, including guided tours, adventure trips, and customized itineraries.

Our mission: Customer satisfaction and exceeding their expectations, and providing them with most of the desired destinations, because we believe that the service quality always comes first.

Our Values: 1-Excellent customer service
2- Exerting our best to give our internal stakeholders the privilege to achieve their ambitions and to obtain a decent life.

Job Overview: Join our dynamic and growing tourism company as an Accountant. We are looking for a meticulous and dedicated professional to support in managing our financial operations. The ideal candidate will have a strong background in accounting, exceptional analytical skills, and a passion for the tourism industry.

Key Responsibilities:

- Manage religious tourism clients' transactions
- Manage cash & bank transactions
- Record journal entries on daily basis
- Assist in preparing budgets and actual reports
- Issue sales invoices and follow up collections
- Prepare withholding tax report on time manner

- Maintain and record fixed assets
- Organize and analyze financial documents and accounts
- Assist in financial and tax audits, and general ledger preparation
- Keep detailed accounts of financial transactions and receipts
- Monitor accurate tax filing
- Accurately perform daily reconciliations of cash, checks and file invoices

Qualifications:

- Bachelor's degree in Accounting, Finance, or related field.
- Minimum of 3 years of accounting experience, preferably in the tourism or hospitality industry.
- Proficiency in accounting software and MS Office, particularly Excel.
- Strong knowledge of financial regulations and accounting principles.
- Excellent analytical, problem-solving, and organizational skills.
- High level of accuracy and attention to detail.
- Strong communication and interpersonal skills

Benefits:

- Competitive salary and performance-based incentives.
- Comprehensive benefits package, including health insurance, and paid time off.
- Opportunities for professional development and career advancement.
- Travel perks and discounts on company tours and services.
- Opportunities for professional development and career advancement.

Application Process: Please submit your resume, along with a cover letter outlining your qualifications and why you are interested in this position, to [**info@buildertravel.com**](mailto:info@buildertravel.com)

Builder Travel is an equal opportunity employer committed to diversity and inclusion in the workplace. We celebrate individual differences and encourage people of all backgrounds to apply.