



# Job Description

## Pack Member Profile: Junior Accountant

As a Junior Accountant at Lion Chaser Development Group, you will play an integral role in supporting financial operations and maintaining accurate records. Your responsibilities will contribute to the core values of Innovation, Accountability, Collaboration, Courage, Entrepreneurial Spirit, Pursuit of Excellence, and Tenacity, helping ensure the smooth execution of financial processes within the organization.

### Key Responsibilities:

1. Core Values: Embody our core values in all that you do.
2. Bank Activity: Perform Level 1 bank activity tasks, ensuring accuracy and completeness of financial transactions.
3. Payroll Journal Entry: Execute payroll journal entry uploads according to provided templates, maintaining precision and timeliness in payroll accounting.
4. Accounts Payable: Validate R365 AP payments to ensure they are sent, submitted, processed, and issued correctly. Address any discrepancies promptly.
5. Weekly & Periodic Client Health Check: Conduct regular client health checks to assess the accuracy and completeness of financial records, addressing discrepancies and anomalies as needed and ensuring financial data integrity and compliance with established processes.
6. Bank Statements: Download and save periodic bank statements.

### Qualifications:

- Prior experience in Accounting, Finance, Business Administration, or related field.
- Basic understanding of financial transactions, payroll accounting, and accounting principles (academic or internship experience preferred).
- Strong attention to detail and commitment to accuracy.
- Effective communication skills, both written and verbal.
- Proficiency in Microsoft Excel.
- Eagerness to learn and adapt to new tasks and responsibilities.
- Strong organizational skills with the ability to manage multiple tasks.
- Adherence to professional ethics and confidentiality standards.

## **Lion Chaser Core Values:** We embody the following core values in all that we do.

<b>Core Values</b>	<b>Description</b>
<b>Innovation</b>	Outside the box thinker committed to continuously learning and improving. We innovate to solve problems and create value.
<b>Accountability</b>	We live the 200% rule. You and I each take 100% ownership for our actions and decisions. We believe in doing the right thing, even when it's not easy, because transparency and honesty are essential to building trust.
<b>Collaboration</b>	We leverage each other's strengths, so together, we can achieve more. We foster an environment of open communication and mutual respect, where everyone's contributions are valued and encouraged.
<b>Courage</b>	Never be afraid to take risks and try new things. We embrace change and are willing to step out of our comfort zones.
<b>Entrepreneurial Spirit</b>	We embrace failure as a learning opportunity. Pursue our passions, make a difference in the world, and create a legacy that will endure for generations to come.
<b>Pursuit of Excellence</b>	We hold ourselves to the highest standard, always chasing big, audacious goals, working tirelessly to achieve them, and constantly striving to improve oneself.
<b>Tenacity</b>	Determined to succeed no matter the challenges we face. We chase big goals and dreams with unwavering persistence!

Join our pack at Lion Chaser Development Group and contribute to our mission of providing accurate and timely financial information, so that restaurant owners can make informed decisions that drive growth and profitability. Your dedication and expertise will play a vital role in driving our success and the success of our valued clients.