**Job Title: Front Desk Officer with Accounting Knowledge**
**Location:** Lagos, Ajah/Epe axis
**Job Type:** Full-time
**Reports To:** Office Manager / Accountant / Admin Supervisor

**Job Summary**

We are seeking a professional and detail-oriented **Front Desk Officer with Accounting Knowledge** to join our team. This role combines front desk duties such as greeting visitors and managing administrative tasks with basic accounting responsibilities. The ideal candidate is friendly, organised, and comfortable with financial data entry and reconciliations.

**Key responsibilities**

**Front Desk & Administrative Duties**

* Greet and direct visitors courteously and professionally.
* Answer and manage incoming calls, emails, and inquiries.
* Schedule appointments and maintain office calendars.
* Handle mail distribution and courier services.
* Maintain a clean, organized reception area.
* Assist with general office support, filing, and supply inventory.

**Accounting Support**

* Process and record invoices, receipts, and petty cash transactions.
* Reconcile daily cash/credit transactions and prepare bank deposits.
* Support monthly closing procedures by maintaining accurate financial records.
* Maintain and update customer and vendor databases.
* Assist with the preparation of financial reports and budgets.
* Collaborate with the accountant on audits and compliance tasks.

**Reuirements**

* Minimum of OND/HND/BSc in Accounting, Business Administration, or a related field.
* Proven experience in a front desk or administrative role.
* Basic knowledge of accounting principles and bookkeeping.
* Proficiency in MS Office (Word, Excel) and accounting software (e.g., QuickBooks, Sage).
* Excellent communication and interpersonal skills.
* Strong attention to detail and organisational ability.
* Ability to handle confidential information with integrity.

**Preferred Skills**

* Experience in customer service or hospitality is an added advantage.
* Knowledge of office management systems and procedures.
* Familiarity with payroll or invoicing processes.

**Working Conditions**

* Office-based role, Monday to Friday.
* May involve extended hours during peak periods or month-end closings.