

# The first job

[Finance](#)



Self Review During my first job, I worked as an accountant; being an accountant has been my dream job since my childhood. My academic and practical experience has contributed massively to my success in undertaking my duties in the accounting field; this is basically due to the fact that I have managed to acquire effective skills from these practical experiences as well as from the academic exposure. This report will provide an end year review of my personal contribution in my first job as an accountant taking into consideration the objectives of that job.

### Job Overview

My first job involved performing the duties of an accountant for a local company. The objectives of the accountant in this job position were as follows:

To Facilitate Timely Employee Payrolls

To Prepare Accounting Receivables

To Update Changes on the Company's Budget

### How I achieved these Objectives

In relation to the first objective, I ensured that I applied my accounting skills and timely undertaking of duties. Usually, the employees were paid on the 28th day of every month. I had a period of two weeks to prepare the payroll and update any information related to payment in the company. Additionally, I ensured that all the internal and external policies guiding remuneration are followed to the latter for instance, making all the necessary tax deductions. This led to a scenario where employees were provided with their salaries on time, while maintaining professional accounting standards and a positive relationship with the government.

The second objective involved preparation of tax receivables; this objective <https://assignbuster.com/the-first-job/>

specifically involved taking into account all the cash or any other asset owed to the company by any client or the company's customers. Additionally, the fulfillment of this objective required my efforts to follow-up concerning any debt or outstanding balance that clients may owe the company and record or make inquiry from the clients, on when they expect to make the payments. This duty required my accuracy and proper inter-personal skills to interact with the company's clients. It is a task that was usually completed before the end of every financial month. This ensured that the company did not experience any form of loss during as all the outstanding debts and assets were taken into account.

In the third objective, it required the accountant to make any necessary change on prepared budget. Usually, the company prepared monthly budgets on the last week of the previous month as a means to provide adequate time for any change and ensure that the company does not experience any delay on its monthly activity due to budgeting processes. In this regard, I was usually provided with a three day period to review monthly budgets before they are prepared to ensure that everything was in accordance to the company's plans. At some point, the company board members could hold meetings regarding their operations and additional data that they feel could be added on the budget; in such cases, I was provided with a one day period to make necessary recommendation. However, my success in undertaking these duties was facilitating my capacity to be attentive to details, work efficiency and accuracy in making financial calculations. I consider this duty the most challenging, although, it ensured that the company's monthly activities were not delayed due to errors in budgeting as well as associated delays.

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