



**Cairo American College**  
**SUPPORT STAFF VACANCY ANNOUNCEMENT**  
**ACADEMIC YEAR**  
**2024-2025**

**Accountant**  
**Accounting Department**  
**(FULL-TIME POSITION)**

**JOB SUMMARY:**

The accountant will provide support to the Accounting Department. The accountant will be responsible for maintaining accurate financial records, preparing financial statements, and ensuring compliance with applicable laws and regulations. The accountant will also be responsible for managing the college's accounts payable and receivable, and for coordinating with external auditors. The accountant will report to the Accounting Department Head.