

Square Food & Beverage Ltd. is a leading and fast-growing ISO-certified company in Bangladesh. We provide a dynamic work environment, diverse job opportunities and competitive salaries & benefits. To support our continuous growth, we are looking for a smart, energetic and hard-working team member for the position outlined below.

Jr. Executive - Accounts & Finance

MAJOR RESPONSIBILITIES:

- Liaise with banks and relevant authorities (BAPA and audit firms) to ensure the timely realization of export proceeds and obtain cash incentive certificates.
- Track and reconcile foreign currency flows, remittances, and exchange rate impacts.
- Compile and verify export proceeds and shipment data.
- Ensure timely and accurate preparation of incentive claims
- Maintain records, track claim status, and respond to audit queries.
- Manage accounts payable and receivable and perform bank reconciliations.
- Maintain daily accounts, vouchers, and ledger entries.

JOB REQUIREMENTS:

- BBA/MBA in Accounts/Finance from a reputed university.
- Minimum 02 years of relevant experience.
- Candidates with hands-on experience in Cash Incentive-related tasks will be given preference.
- Excellent proficiency in Microsoft Office, particularly Excel & PowerPoint.
- Age at most 32 years (Preferable).

WE OFFER:

- Competitive Salary & Other Benefits
- Performance Driven Career
- Excellent Working Environment

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TO APPLY**



APPLICATION LINK:

<https://jobs.bdjobs.com/jobdetails?id=1448203&ln=1>

Job Location: Dhaka

APPLICATION DEADLINE: January 24, 2026