JOB DESCRIPTION

POSITION : Finance Executive

THE PERSON FOR THE JOB

- Responsible for the accounts payable and accounts receivable functions
- Assist in the monthly accountings closing and prepare the related reports.
- Assist the Finance Manager in handling General Ledger and other accounting functions.
- Perform any additional ad-hoc tasks as may be assigned from time to time.

Requirements

- Minimum Bachelor Degree in Accounting or equivalent Professional Accounting qualifications with 5 years related working experience.
- Excellent and proven project management skill
- Ability to work well with all levels
- Knowledge of ERP system
- Good command of spoken and written English
- Computer literate especially in MS Office and other Accounting System
- Applicants should be Malaysian citizens or hold relevant residence status