

VACANCY NOTICE

POSITION	ACCOUNTS EXECUTIVE
LOCATION	Puchong, Selangor
INDUSTRY	Services
TYPE	Full Time

JOB SUMMARY

- Provide accurate, timely, and relevant recording, reporting, and analysis of financial information
- Submit important financial reports including Profit & Loss statement, Balance Sheet, Budget and Forecast and other reports on a timely basis
- Responsible for monthly closing and preparation of monthly management accounts.
- To run payments, invoice and maintain daily bank reconciliation. Ensure discrepancies are resolved or reported on timely basis.
- Handle data entry and responsible for daily accounts recording functions.
- Monitor account transactions, checking, verification (bad debt, all debit and credit) and follow up the outstanding payments.
- Ensuring the accuracy of financial documents, as well as their compliance with relevant laws and regulations
- Preparing tax returns and ensuring that taxes are paid properly and on time

JOB REQUIREMENTS

- Completed/Partial Qualification in ACCA/ CIMA or equivalent accounting study.
- At least 2-3 year(s) of working experience in the related field is required for this position.
- Excellent command of Microsoft Excel is pre-requisite.
- Positive, self-motivated, honest, meticulous, systematic, assertive, analytical, possess strong problem-solving skills, good oral communication, written and interpersonal skills.
- Knowledge of computerized accounting systems. Good prioritisation and time management skills with high adaptability to be able to work to tight deadlines.
- Experience in handling SQL accounting systems is an added advantage.
- Working closely with Finance manager and able to work as a team member

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BENEFITS

- Your salary will base on your experience and your qualification
- You will be sent for training to update your taxation, accounting practice, and management skill
- Good career advancement opportunities
- Good working environment
- Study leave if you still pursuing your accounting degree
- Annual performance bonus
- You will be assigned a mentor