

POSITION : Accounts Executive (Contract) @ Shah Alam U5

Responsibilities and Duties

- Responsible for month end closing (AR, AP & GL); assist in the preparation of Management Reports on a monthly basis.
- Ensure timely & accurate posting on Accounts Payable invoices, processing Vendor payments and monthly AP reconciliation.
- Oversee Credit Control functions; Sales reports update & Collections posting & reconciliation.
- Day to day treasury functions & cash flow management & bank reconciliation; preparation of weekly cashflow forecast report.
- Liaise with Auditors, Tax Agents, Company Secretary, Bankers, Merchants & Government Authorities.
- Perform checking & posting on Inter-Company billing transactions & reconciliation.
- Fixed Asset registration & Schedule update. Acquisition & disposals of Fixed Assets items.
- Strong knowledge on Accounting treatments, General Ledger, Journal processing & Forex.
- Coaching & provide guidance to sub-ordinates & ability to lead the team.
- Maintain organised & proper filing system.
- Other ad hoc Finance & Accounts related duties assigned by the Superior/Management.

Qualifications and Skills

- At least 3 years of related Executive Level working experience
- Of pleasant personality
- Mature with a positive work attitude
- Independent with good interpersonal skills
- Must be computer literate
- Must be willing to work at Mutiara Subang (Seksyen U5, Shah Alam)
- Willing to work under contract (3 months)

Benefits

- 5 days per week
- Career advancement opportunities
- Casual working environment

Applicants are required to undergo Covid test as a safety precaution step in which the test will be conducted at applicants' own expenses upon shortlisted