



Accounts Executive

1. Full Time
2. Internship

Job Description

Responsibilities:

- Able to handle full set of accounts and bank reconciliation.
- Prepare and ensure AR and AP financial records and reports are maintained in compliance with accepted policies and procedures.
- Liaise with customers / clients for invoices, payments and bank-in cheques.
- Ensure and liaise for effective procurement / imports and office / hostel or contract relating tasks/communications.
- Update and process staff claims and other daily operation matters.
- Update sales, inventory adjustment and maintain inventory records.
- Assist to ensure all outstanding payments are collected.
- Check on petty cash returns from employee and issue reimbursement cheque.
- To prepare tax submission report.
- To prepare monthly financial report and documentations.
- Fulfill the monthly, quarterly and annually accounting requirements.
- To assist with administrative and fund operations matters.
- Keep up with financial policies, regulation, and legislation.
- Updating bank book and filling.
- Responsible to process payment, bank reconciliation, receiving, vendor invoicing. Maintaining a database of contact information.
- Building long-lasting, mutually beneficial relationships with external contacts and internal departments to create a better customer experience.
- Liaise with government bodies, auditors, tax agents, bankers and other professional.
- Preparation of quarterly revenue analysis and financial statements, financial reports for statutory reporting and financial planning.
- To handle audit independently, provide information and documents as requested by auditors including finalizing audited accounts.
- Retaining existing customers'
- Track and coordinate all activities occurring for each account.
- Maintain records and files and keep confidentiality of all accessible data related to work.
- Report and provide support for daily basic operation works and be part of the Team maintaining an efficient and accurate Accounting function; including partial Administrative & Human Resource aspects in accordance with company policy.
- Assisting the head of department in analysing and reporting of the Company's financial position in accordance to the Company's policies i.e cost and revenues, effectively and efficiently in order to provide insight into business performance for decision making, business planning and costs control.

Job Requirements

- Candidate must possess at least a / Diploma / LCCI /Professional Certificate in Finance / Accountancy or equivalent.
- Fresh Graduates are welcome.
- Good oral and written communication in **English other than Bahasa Melayu. Mandarin** would be an added advantage.
- Preferably Chinese Candidates
- Excellent Computer Skills in MS Office Words, Excel, Outlook and PowerPoint. Having Adobe Illustrator skill is an added advantage.
- Result oriented and able to meet tight deadlines with minimal supervision.
- High standards of personal integrity and business ethics.
- Possess problem solving and negotiation skills.
- Able to start work immediately.
- With own transport and valid driving license.