

Position: Accounting Assistant

Report Line: Accounting Manager

Job Responsibilities:

- 1) In charge of bank and cash's daily and monthly operations including payment, receiving, reimbursement, bank reconciliation, recording, cash count and etc.
- 2) Make sure bank and cash management in line with policies and procedures
- 3) Net working with government to obtain the necessary documents and approval to meet the business and management team's requirements
- 4) In charge of invoice buying, keeping and issuing
- 5) Other jobs per request, such as voucher print and package and etc.

Job Requirement:

- 1) Diploma or Bachelor degree of Accounting/Finance
- 2) 1 year accounting experience or excellent graduates
- 3) Basic accounting knowledge
- 4) Familiar with accounting software and Microsoft Office
- 5) Good communication and self learning skill