



JOB DESCRIPTION

Job Title : Executive, Accounts

Department : Finance

Reporting to : Manager, Accounts

Job Description & Responsibilities:

- To take charge of accounts transactions, checking, verification and follow-up.
- To perform account data entry into the accounting system.
- Verify all invoices and staff claims, and process payment to vendors and staff with appropriate documentation.
- Maintain proper filing of account documents for record keeping.
- Ensure accuracy and timely submission of management accounts.
- Handle incoming calls and messages professionally.
- To issue Sales Invoices & Delivery Orders to customers.
- Preparation of Statement of Account to Customers, follow up on collection.
- Control of petty cash for daily operation.
- Assist in audit and tax preparation.
- Any ad-hoc task assignment by the superior.

Job & Skill Requirements:

- Candidates must possess at least Bachelor's Degree, Post Graduate Diploma, or Professional Degree in Accounting/ Finance/ Business Administration equivalent.
- At least 1-2 years of relevant working experience.
- Required language (s): English and Bahasa Malaysia.
- Knowledge of SQL Accounting Systems will be an advantage.
- Effective communication and interpersonal skills to interact with people at all levels.
- Problem-solving skills.