

Recruitment position : Full time Accounting Staff Position

Salary : According to company structure

Number of receiving : 1 rate

Location properties

1. Male / Female, age 28 -35 years old (male has passed military service)
2. Graduated with a bachelor's degree in accounting
3. At least 5 years experience in accounting
4. Good knowledge of accounting and tax law
5. Have analytical and observation skills including being thorough
6. Skill in using Microsoft Office program, accounting program fluently (Using SAGE system will be an advantage)
7. Communicate and use English fluently.
8. Closing financial statements will be considered as an advantage

Duties and Responsibilities

1. Record the account
2. Review the accounting records
3. Make a list of receipts, payments and monthly summary.
4. Prepare monthly tax report
5. Property inspection, purchase-sale, transfer and depreciation record
6. Check inventory items for the accounting period.
7. Prepare monthly summary report.
8. Prepare income and expenditure projections for annual budgeting.
9. Prepare quarterly and annual reports on transactions between associated companies.

Contact

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