

Assistant Accountant

Job Description

RESPONSIBILITY:

- Responsible for daily accounting operations
- Provide full set of accounting services for our clients under supervision
- Scrutinize vendors invoices / payment requests and send to management for review and approval.
- Review ledgers and performing reconciliations.
- Assist in prepare management report and relevant schedule under supervision
- Provide general administration support and participating in other ad hoc tasks
- Work closely with other teams to achieve a smooth operation

REQUIREMENTS:

- Degree holder
- Fresh graduates are welcome to apply
- Proficiency in MS Office and knowledge of accounting system
- Experienced in Peachtree will be an advantage
- Strong work ethics, with a capability to manage confidential data and communicate with stakeholders.
- Detail minded, independent with strong sense of responsibility and able to work under pressure.
- Ability to work well in teams
- Experience in CPA firm will be an advantage
- IMMEDIATE availability is preferable

All information provided will be treated in strict confidence by authorized personnel and will be used only for recruitment related purposes. All personal data of unsuccessful applications will be destroyed after 6 months. Interested candidates, please contact us at cathy.cheung@thinktankcrew.com for company details before applying.

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