FINANCE/ACCOUNTING INTERNSHIP

Penang

GREATECH

FINANCE & ACCOUNTING INTERN

1. Reconciliation of accounts in a timely manner (Debtor/Creditor and etc.).
2. Ensure payment voucher is match to the supporting documents (PO, DO, INV) and the payment amount is correct.
3. Prepare billing to customers.
4. Posting billing in accounting software.
5. Filing all finance documentation.
6. Handle despatch for banking documents/any other documents.
7. To run reports as required.
8. Involve in monthly stocktaking.
9. Involve in assets tagging and sighting.
10. Reporting to Assistant Finance Maneger/Finance Manager.

Bayan Lepas, Penang

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