



Account Executive

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 Melaka, Melaka

 Financial Accounting & Reporting (Accounting)

 Full time

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Posted 10d ago

Job Descriptions:

- Maintaining financial records, including accounts payable and receivable.
- Prepare and process invoices, expenses reports, and payments.
- General clerical and accounting duties.
- Prepare bank in slips report for bank statement reconciliation.
- Carry out ad-hoc assignments as and when necessary.
- Assist in preparation and data interpretation of management report, financial analysis, budgets and forecast.
- Perform accurate data entry and ensure proper documents filing, e.g. invoices, sales orders and supplier invoices.
- Keeping track of all payments and expenditures, purchase orders, invoices, statements, etc.
- Prepare financial analysis and forecast for new and existing business as and when needed.
- Dealing with external consultants, government authorities, MIDA, etc for new projects.
- Preparation of statutory documents and circulation of documents to the relevant parties.
- Maintain statutory books and records and ensure a proper filing system for secretarial documents.

Requirements:

- **Senior & Junior position available.**
- Candidate must possess at least Diploma/Advanced/Higher/Graduate Diploma in Finance/Accountancy/Banking or equivalent.

- At least three (3) years of working experience in the related field are required for this position.
- Advance skill in Microsoft Excel is an added advantage.
- Good attitude, responsibility and discipline.
- Able to work under pressure to meet deadline.
- Ability to work in a fast paced environment with multiple priorities / parties.
- Preferably Senior Executives specializing in Finance - General/Cost Accounting or equivalent.
- Require language: Mandarin, Bahasa Malaysia, English
- Familiar with Government bodies:- MIDA, GITA and etc will be an added advantage
- Familiar with various Certification bodies, example: GGL, Manufacturing will be an added advantage

How do your skills match this job?

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Register

Sign In

Company information

Registration No.

200701000356

Employer questions

Your application will include the following questions:

What's your expected monthly basic salary?

Which of the following types of qualifications do you have?

How many years' experience do you have as an account executive?

Which of the following accounting tasks are you familiar with?

How much notice are you required to give your current employer?

Which of the following Microsoft Office products are you experienced with?

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