

DESIGNATION : ASSISTANT ACCOUNTANT

DIVISION/DEPARTMENT : FINANCE

DUTIES AND RESPONSIBILITIES	
GENERAL FUNCTION	
-	OVERVIEW DATA ENTRY IN SAGE ACCOUNTING
-	PREPARE AND REVIEW ALL JOURNAL ENTRIES
-	ASSIST IN MONTH END CLOSING OF FINANCIAL STATEMENTS
ACCOUNTS RECEIVABLE (AR) FUNCTION	
-	ISSUING TAX INVOICES TIMELY AND ACCURATELY FOR TRADE & NON-TRADE TRANSACTIONS
-	ISSUING CREDIT NOTE AND DEBIT NOTE
-	MONITOR CONSIGNMENT SALES
-	MONITOR RETAIL SALES VIA ONLINE SALES / SALES CAMPAIGN
-	REGISTER NEW CUSTOMER DETAILS IN THE ACCOUNTING SYSTEM
-	GENERATE STATEMENT OF ACCOUNTS FOR CUSTOMERS
-	RESPOND TO CUSTOMER QUERIES ON INVOICING RELATED MATTERS
-	PREPARE AR AGEING / INVENTORY REPORT
-	ISSUING SALES QUOTATIONS
-	HANDLE YEARLY STOCK COUNT PROCESS
ACCOUNTS PAYABLE (AP) FUNCTION	
-	PREPARE PAYMENT / TT SLIP FOR LOCAL & OVERSEA PAYMENT
-	DEALING WITH BANKERS; CHEQUE CONFIRMATION, FOLLOW UP ON TT / RENTAS

POSITION REQUIREMENT	
QUALIFICATION	DIPLOMA/DEGREE IN ACCOUNTING