

Junior Accountant

담당 업무

- Post and process journal entries to ensure all business transactions are recorded
- Update accounts receivable and issue invoices
- Update accounts payable and perform reconciliations
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
- Assist with reviewing of expenses, payroll records etc. as assigned
- Update financial data in databases to ensure that information will be accurate and immediately available when needed
- Prepare and submit weekly/monthly reports
- Assist senior accountants in the preparation of monthly/yearly closings
- Assist with other accounting project

지원자 프로필

A bachelor's degree in accounting and a high level of attention to detail are prerequisites for this position. Other desirable attributes include mathematical aptitude, analytical ability, an ability to keep documents well organized, and an interest in finance. A junior accountant uses accounting software, so the ability to use and learn new computer systems is essential.

채우 조건

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기업 소개

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