

Accountant

담당 업무

- Ensure implementation of measures and maintain controls
- Raise awareness and provide information about ESH responsibilities and duties
- Process all invoice booking include domestic and oversea.
- Process all of payment to supplier.
- Employee advanced, Reimbursement booking.
- Monthly Witholding tax and vat report.
- Reconcile GL.
- Assist in Physical Stock Counts as and when required.
- Observe and carry out 5S and CR activities at all times.
- Carry out any other jobs assign from superior from time to time.
- Ensure all internal controls with financial implications are strictly complied to.
- Compliance to ICS reporting and carry out tasks as per superior instructions every quarterly.
- Compliance to P20.1 and P90.1 policies.
- Support maintain / assist the daily operational activities of Asset Accounting modules. Monitor all ICO transfer in / out of assets and assets retirements [Mold]
- To update and monitor the fixed asset movements and register maintenance for disposal, transfers, asset valuation and write-offs
- To liaise with inter-companies for PPE and Molds transfer in and out including invoice billings. To complete all transfer reconciliation with confirmation directly to partner companies

지원자 프로필

- Bachelor's degree in Accounting, Finance, or a related field.
- Understanding of accounting principles.
- Minimum 3 years of relevant professional experience on Account Payable.
- Proficient with AP processes and tools (SAP_FI/AA,MM), WHT, VAT report Reconcile GL.
- Strong attention to detail, organization skills, and a proactive mindset.
- Good command of English.

처우 조건

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