

Accounting Officer

Feladatok

Daily Business

All related processes/activities regarding accounts payable to ensure proper posting in SAP.

Relevant analysis and tracking of prepayments and payables

Prepare and send payment plan to counter parties an anlaysis of balance changing

Timely communicate with the business department and answer relevant inquiries

Be good at finding problems in business processes, putting forward effective control schemes and continuous improvement.

Journal posting in different module AP/GL in SAP.

Monitor, Check and analyze accounting and related system AP reports for accuracy and completeness.

ContiTrade Accounting

All related processes regarding ContiTrade AP & AR, to ensure correct posting in Kingdee

Check and review 3rd party payment request form

comply all the sales sheet in equity store with incoming bank slip

To prepare and coordinate the month-end and year-end closing in Kingdee

Month-end / Year-end closing

To keep high quality of data by ensuring that all invoices are recorded in SAP

Anlayze/follow up on AP related reports, incl. SAP double invoice check, GRIR, AP aging, advance payment, payment block, vendor reconciliation, etc.

Participate in the month-end and year-end closing in SAP

Analyze the difference between HBI and HBII, comply with Companies FRM & tax rules for fix assets related

- AR&AP aging report analysis

- AR reconciliation statement preparation

Projects

Involvement in local & central accounting related projects

Participation in meetings/workshops regarding project implementation and follow-ups



Job ID

REF83779A

Telephely

He Fei Shi

Vezetői szint

Beosztott

Munkahelyi rugalmasság

Hibrid munka

Jogi egység

Continental Tires Co., Ltd.

Cooperation

Cooperation with other colleagues from functional department, provide financial professional knowledge supporting

Team work, good cooperation with functional department.

Others

Support annual inspection for company licenses

Support document preparation for audit issue (internal & external)

Financial document classification & filing

Other issue assigned by supervisors

Profile

ERP experience /SAP experience

Advanced

Financial professional knowledge

Advanced

International accounting standard (HBI) & PRC financial regulation (HBI)

Basic

Basic computer skills of MS as Excel, Word, PPT, etc.

Advanced

Fluent skill in English/Mandarin reading/writing/speaking

Advanced

Strong communication skills

Advanced

Strong execution ability

Advanced

Ajánlatunk

Education / Certification

Bachelor Degree of Accounting&Finance / Finance related Certificate

Professional Experience(Variety of Functions, Variety of Business, General Management Experience)

2+ years of working experience in accounting

Project and/or Process Experience

Not required but experiences in setting up accounting related workflow/process as preferred

Leadership Experience

Not required, but appreciated.

Intercultural / International

Experience

Not required, but appreciated.

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Rólunk

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