JOB OPPORTUNITY

Account Assistant

Type of Vacancy : Full Time

Preferred education level (s) : Diploma, Degree

Preferred Major (s) : Business

Organization details :

Company : HENG CHANG CONSTRUCTION SDN BHD
Website : https://www.linkedin.com/company/107114907/admin/dashboard/
Address : No.6-01 & 6-02, Jalan Indah 13/2, Taman Bukit Indah, 79100 Iskandar Puteri, Johor

Job Responsibility :

1. **Invoice Processing & Data Entry**
   - Receiving & Logging: Gathering invoices received via WhatsApp group ,mails, email, or vendor portals and accurately logging them into the AutoCount system
   - Three-Way Matching: Verifying invoices by matching them against Purchase Orders (POs) and Goods Received Notes (GRNs) to ensure the company only pays for what was ordered and received.
   - Prepare cost centers/Listing to invoices before processing payment.
2. **Payment Generation & Management**
   - Preparing Payment Runs: Assisting in the preparation of weekly or bi-weekly payment batches
   - Expense Reports: Reviewing, verifying, and processing employee corporate card transactions and out-of-pocket expense claims to ensure compliance with company policies.
   - Tracking Deadlines: Monitoring payment due dates to avoid late fees and take advantage of early-payment discounts.
3. **Vendor Relations & Communication**
   - Query Resolution: Serving as the main point of contact for vendor inquiries regarding payment status, outstanding balances, or invoice discrepancies.
   - Statement Reconciliation: Routinely checking vendor statements against the company's internal accounts payable ledger to find and fix missing invoices or credit notes.
   - Daily filling to match with Proforma Invoice , Invoice and Delivery Order are accurate.

Job Requirements and Qualifications :

1. Communicate in English, Mandarin, and Bahasa Malaysia to liaise with stakeholders
2. Strong communication skills and confidence in handling payment queries and follow-ups
3. Diploma or Degree in Accounting/Finance or related field
4. Detail-oriented to ensure accuracy in processing payment
5. Required skill(s): Microsoft Office and AutoCount Software

Benefits :

- ✓ EPF
- ✓ SOCSO
- ✓ EIS
- ✓ Annual Leave
- ✓ Medical Leave

Person-in-charge :

Name : Ms. Chua
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