JOB OPPORTUNITY

AR/AP Officer

Type of Vacancy : Full Time

Preferred education level (s) : Degree

Preferred Major (s) : Business

Organization details :

Company : Messer industrial Gas Sdn Bhd
Website : -
Address : 63, Jalan Teknology 2, Taman Teknology 81400 Johor

Job Responsibility :

1) Handle Accounts Payable /Accounts Receivable and other accounting functions and performs variety of general accounting support tasks.
2) Assist in monthly accounts reconciliation and month end closing.
3) Assist in monitoring debtors / creditors aging and ensure all the payments are up to date and accurate.
4) Ensure all accounting entries are complete and accurate when entered into the accounting system.
5) Ensure accounting records are properly maintained and reconciled.
6) Ensure details entered in the system are correct and accurate at all time.
7) Ensure proper maintenance of department filing.
8) Perform proper bookkeeping.
9) Handle incoming and outgoing office correspondence.
10) To undertake other special assignments, ad-hoc functions and related duties as and when required by Superior.

Job Requirements and Qualifications :

1) Candidate must possess at least Diploma in accounting or equivalent.
2) 2 years of working experience in the related field is preferred.
3) Good proficiency in MS Excel (Pivot Table, VLOOKUP, IF Functions, etc) and other Microsoft Office Program.
4) Candidate with relevant experience will be given priority.
5) Basic accounting knowledge.
6) Good working attitude, strong communication, organization and teamworking skill.

Benefits :

- ✓ Follow labour law

Person-in-charge :

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