JOB OPPORTUNITY

ACCOUNTS JUNIOR EXECUTIVE

Type of Vacancy : Full Time

Preferred education level (s) : Diploma, Degree

Preferred Major (s) : Business

Nyan Kids

Organization details :

Company : NYAN KIDS (M) SDN BHD
Website : https://www.nyankids.com/
Address : 112, JALAN PERDAGANGAN 1, TAMAN UNIVERSITI, 81300 SKUDAI, JOHOR.

Job Responsibility :

1) Input financial transactions into accounting software, ensuring accuracy and completeness of financial records.
2) Handling day-to-day transactions processing, such as customer invoicing and supplier payments.
3) Processing and managing invoices, ensuring timely payments, and resolving discrepancies.
4) Supporting the management of accounts payable and accounts receivable, including reconciliation and follow up on outstanding payment.
5) Performing basic bookkeeping task such as recording transactions and updating ledgers.
6) Processing payments, and handling cash transactions.
7) Support the department with general administrative task, such as filing and data entry.

Job Requirements and Qualifications :

1. Fresh graduate in accounting study

Benefits :

- ✓ Dental benefit, annual performance bonus, 12 days annual leave per annum etc.

Person-in-charge :

Name : TEE SIW CHIAN
Contact No. : 07-520 1633
Email : nkm_admin@nyankids.com