

SUSHI KIN SDN BHD

ACCOUNTS OFFICER/ACCOUNTS EXECUTIVE

Selangor - Subang Jaya

Responsibilities:

- Process documents such as sales & purchasing invoice , collection and payment
- To prepare bank reconciliation.
- Assist in preparation of audit and tax schedules and responding to queries.
- Other accounting functions as directed by head of department.

Requirements:

- Minimum Diploma in Accounting / Bachelor degree in Accounting or equivalent.
- **Fresh graduate are encouraged to apply.**
- Able to work in team based environment under minimal supervision and cope with pressure.
- Priority will be given to those who can start work immediately.

SENIOR ACCOUNTS EXECUTIVE

Selangor - Subang Jaya

Responsibilities:

- Able to handle full set of accounts
- Handle fixed assets, inventory, and GL functions
- Management of monthly accounts closing process including timely and accurate reconciliations, supporting schedules and statistical data for management reporting.
- Assist in preparation of audit and tax schedules and responding to queries.
- Liaise with auditors and tax agent

Requirements:

- Minimum Diploma in Accounting / Bachelor degree in Accounting / Professional Qualification or equivalent.
- **Min 3 years working experience.**
- Strong initiative and able to work independently with minimum supervision.
- Excellent analytical, organizational, interpersonal, communication and writing skills in English.
- Proficient in Microsoft Office Applications.
- Priority will be given to those who can start work immediately.