

We are a well established logistic company located at Section 33, Shah Alam and now is expanding our business.

In line with our expansion, we are offering the below position:-

### **Account Executive**

#### **Responsibilities:**

##### **AP/GL**

- To fully take charge of accounts payable and general ledger processes.
- To monitor issuance of payments.
- Liaise with auditors and tax agents as and when required.
- To prepare monthly provisions and journals
- Assist Finance Manager in any other matters in relation to accounting including daily accounting administrative matter, finalization of accounts and statutory compliance and etc.
- Able to undertake any ad-hoc task and other duties as assigned by superior from time to time.

##### **AR**

- To fully take charge of accounts receivable processes.
- To ensure timely debts collection from customers.
- To be able to identify issues arising and promptly follow-up on the outstanding debts.
- To handle insurance claims as and when required.
- To prepare daily cash flows report.
- To complete monthly bank reconciliations.

#### **Requirements:**

- Minimum Degree/ Diploma or LCCI in Accounting or its equivalent.
- At least 3 years accounting experience and must be able to handle full set of accounts.
- Good communication and interpersonal skills (English, Malay, Chinese).
- Self- starter and highly committed to accomplish task.
- Independent and able to work under pressure.
- Possess positive attitude and a strong team player.

Interested candidates, kindly forward your resume stating working experience, current and expected salary and contact telephone number via online.