



Accounting Officer

Key Duties and Responsibilities

- Perform month end closing such as initiating accounting entries, balance sheet accounts reconciliation, bank reconciliations etc.
- Calculate, post business transactions, process invoices, verify financial data for use in maintaining accounts payable records, and provide other clerical support necessary
- Validate all controls regarding payments such as initiate proper information for payment and journal entries, accompanied with proper supporting.
- Liaise with vendors, internal parties and auditors regarding information needed for payment and journal entries.
- Review invoices and requisitions for satisfactory payment approval
- Maintain copies of vouchers, invoices or correspondence necessary for files
- Prepare vouchers listing invoice number,
- Issue cheques or other payment methods and coordinate for proper authorisation.
- Reconcile processed work by verifying entries and comparing system reports to balances
- Any other ad hoc project(s).

Required Qualifications

- Good Command of English and Cantonese
- LCC qualification
- At least two year of accounting experience with month end closing experience
- Knowledge of general accounting principles, regulatory standards and compliance requirements
- Proficiency in MS Office, including the ability to operate computerized accounting and spreadsheet programs
- Ability to work independently or as a team member