

## **Account Executive**

### **JOB DESCRIPTION**

- Ensures payments are prepared in accordance of the Company's policy and procedures; and payments are made on time.
- Ensures monthly accounts closing for Accounts Payable Section is on time.
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- Ensures payments are prepared in accordance of the Company's policy and procedures; and payments are made on time.
- Ensures payments are accurately and timely captured in accounts.
- Performs Creditor Reconciliation.
- Notifies Management of any irregularities discovered such as unusual purchases or expenses incurred; and investigates into any irregularities as and when required by Management.
- Ensures proper and organized filing of documents relating to payments.
- Answers telephone calls on roster.
- Handles ad hoc assignment as and when required by Management.

### **JOB REQUIREMENT**

- Possess at least a Professional Certificate in ACCA/CPA/CIMA or Bachelor's degree in Finance/Accountancy/Banking.
- Minimum 5 years of relevant working experience in the related field is required for this position.
- Possess excellent math and communication skills.
- Possess good spoken and written English
- Hard working, independent and willing to travel
- Highly organized and analytical skills
- Excellent written and presentation skills, proficiency in MYOB, MS Word, Excel and Power Point
- Able to work independently with minimum supervision