

Join US!

Snr. Officer/Account Executive (Payment)

Responsibilities ;

- Provide and review fund requirement forecast for cashflow projection.
- Review to ensure compliance of documentation for payment with correct approval level.
- Prepare necessary banking arrangement/commitment on their due date.
- Process accounting activity (outgoing transactions and verifying correctness) for payment on their time-line with complete & correct accounting entries.
- Post all intercompany payment transactions on a timely basis with no overdue outstanding of longer than 1 month.
- Provide guidance to ensure all Payment Issues are resolved within 5 working days.
- Prepare bank related account reconciliation & completed on timely basis
- Recommend process change for location's non-compliance immediately after non-compliance found.
- Review existing Payment Process & recommend improvement in line with SOP change.

Qualifications ;

- Bachelor Degree in Accounting or Finance or professional exam graduate.
- Minimum 5 Years working experience working in related field.
- Good English Communication.
- Knowledge of SAP and usage of MS Excel function is an advantage



Apply Now

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“ START YOUR JOURNEY AND AMBITION WITH US ”