

Assistant Accountant

Job Requirement

- B.Com / B.Act or LCCI III
- Prefer to have experiences in related field.
- Fresh graduate are also welcomed to apply this job.
- Can able to use internet and email.
- Advanced competency in Microsoft office and MYOB.

Job Description

- Handling cash in / cash out.
- Checking and record for office expenses.
- Assist to banking process.
- Report and assist to Chief Accountant.
- Other duties assigned by immediate supervisor.