

JOB DESCRIPTION

Position Title: Accounting Assistant	
Function: General Ledger and Accounts Payable	Date: Feb 2018
Reporting Manager: Accountant	Work Location: Hong Kong

Job Summary

Perform General Accounting Entries and Account Reconciliations. Handle payment transactions. Prepare accounting related reports and analysis. Assist in statutory filing.

Key Accountabilities

- Prepare journal vouchers and perform data entries
- Assist in monthly financial closing and analysis of financial data
- Work with India Shared Service Centre to carry out routine AP invoice/payment process and handle payment transaction
- Assist in cash flow management
- Prepare account reconciliations
- Assist in statutory filing
- Provide clerical support to the department on daily operation
- Carry out ad-hoc assignments as required

Total Number of Subordinates

0

People Specification

- Degree holder in Accounting related discipline
- 1 year of relevant experience preferably in multinational company
- Analytical mind, attentive to details and good communication skills
- Able to meet financial deadline and work under pressure
- Good computer literacy in MS Word, Excel and Powerpoint Strong sense of responsibility, mature, independent & self motivated
- Ability to work with all levels of management
- Good command of English & Cantonese skills, knowledge in Japanese is an advantage
- Passion, integrity and a high level of energy
- Immediate availability is preferred

Application Information

Application Method: by email to hr.hk@verint.com

Application Deadline: 23 February 2018

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