

SENIOR EXECUTIVE – Accounts Payable & Treasury

1 position available
(Cyberjaya, Selangor)

Job Descriptions

- To manage the day to day Accounting Operation including Account Payable and Treasury.
- To perform daily operation of Accounts Payable including posting of invoices and payment related activities.
- To perform month end activities relating to accounts payable including AP ledger reconciliation.
- Placement of cash in investment activities such as fixed deposits, retails fund and other related investment activities.
- Daily recording and month end reconciliation activities of treasury transactions.
- To handle any ad-hoc tasks assigned by superior from time to time.

Requirements:

- At least Diploma in Accounting or equivalent.
- Minimum 5 years of relevant working experience in the related field is required.
- A team player with high sense of urgency, committed and able to work with time constraints.
- Possesses strong communication analytical skills, meticulous and result oriented.
- Computer literacy in Microsoft Office application. Knowledge in ERP system will be an advantage.

Interested applicants are encouraged to send CV via email to humanresource@pblt.com.my

Posting Date: 30 April 2021