

VACANCY

SHORT TERM EMPLOYMENT PROGRAMME (MySTEP)

SENIOR EXECUTIVE – Accounts

1 Contract position available
(Cyberjaya, Selangor)

Job Descriptions

- To perform Month End closing activities, quarterly and yearly reporting.
- To perform bank reconciliations.
- Accounts reconciliation including project's As Completed Details Abstract (ACDA).
- Posting and reconciling journal entries for general ledgers and Fixed Asset Accounting, including depreciation.
- To prepare tax and zakat computation.
- To carry out billing, collection and revenue.
- To monitor customer accounts for non-payments and other irregularities.
- To maintain Accounts receivable aging analysis.
- 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: 18 May 2022