

## **Accounts Assistant**

### Job Description

- Reports to the finance Manager
- Responsible for Accounts receivable - Driver Collection/Cheque/Giro Transaction
- Update & Follow up daily sales invoice & Credit Note record
- invoice submission for specific customer accounts
- assistant on AR Customer master Creation
- Month-end closing - Print out and sorting SOA to sales team/Email and Fax SOA to the individual customer
- Assists for AP invoice take in & payment issued
- handling petty cash
- Bank Reconciliation
- GST Form 5 preparation
- Participate in stock-take exercise & Assist for stock adjustment
- other ad-hoc duties as assigned

### Requirement:

- At least 1 year of working experience
- Experience in food industry is a plus