

RECRUITMENT OF INTERNAL ACCOUNTANT STAFF

Department	Financial accountant
Title	Staff
Job description	<ul style="list-style-type: none">v Check internal receipts and expenditure documents, write cash receipts and payment orders.v Prepare internal financial statements and financial statements for tax authorities, monthly tax reports.v Balance the revenue and expenditure plan of the enterprise, reasonably allocate monthly expenses.v Performing operations with health insurance – social insurance.v Manage accounting books, store accounting data.v Manage the company's contracts, follow up and complete valid payment records.v Payroll and manage employee records.v Perform duties as assigned by Chief Accountant.
Requirements of the position	<ul style="list-style-type: none">v Graduated from College or University majoring in Accounting.v Age 25 – 29, have at least 1 – 2 years of experience in the same position.v Ability to use Excel and English well in the working process.v Ability to coordinate and organize work in a reasonable manner.v Ability to work under pressure.v Polite and friendly with colleagues.v Working hours: 8:30am – 06:00pm, Monday to Friday.

Benefits

v Attractive income, commensurate with capacity, bonus according to work performance.

v Opportunities for regular professional improvement training. Provided with modern equipment necessary to improve working efficiency.

v Fully enjoy social insurance, health insurance, and other benefits under the provisions of the Labor Law and the Company's remuneration regimes.

v Working in a dynamic, efficient environment with many exciting cultural activities that care about the spiritual life of employees.

Ways of applying

Please send an email with the subject “[IMPACT] – [ACCOUNTANT] – [APPLICANT’S FULL NAME]” to ha.px@impact.com.vn (Mr. Ha) to apply.

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