

## **Account Officer**

### **Work Scope**

To support financial decision-making through collecting and analyzing data. All the listing and analysis should be done in excel and present in forms of presentation slides for company usage in financial decision making. You are also required to take care of all financial matters within a company, like keeping and interpreting financial records.

### **Basic Responsibilities**

1. Manage all accounting transactions.
2. Publish financial statements in time.
3. Handle monthly, quarterly and annual closings.
4. Reconcile accounts payable and receivable.
5. Ensure timely bank payments.
6. Manage balance sheets and profit/loss statements.
7. Report on the company's financial health and liquidity.
8. Audit financial transactions and documents.
9. Reinforce financial data confidentiality and conduct database backups when necessary.
10. Comply with financial & accounting policies and regulations.
11. Payment collection to monitor the account receivable to ensure payment collected on time.
12. Maintain activity-based costing to monitor company activity financial performance.

### **Required Skills / Abilities**

1. Strong principle, quick thinking and rigorous
2. Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP)
3. Experience with general ledger functions
4. Strong attention to detail and good analytical skills
5. Excellent communication/presentation skills and ability to build relationships
6. Organizational and time-management skills
7. Micro thinking mode and angle of thinking
8. Continuous Learning