

## ACCOUNTS OFFICER

### Responsibilities

- Handles accounts payable/ accounts receivables/G.L.
- Prepare fixed assets register
- GST reporting
- Bank reconciliations
- Assist in month end closing and preparation of management reports
- Knowledge of insurance will be an advantage
- Assist in office administration

### Requirements

- Minimum 1 year experience in full set of Accounts
- Minimum Diploma / ACCA Level One / or equivalent
- With SAP experience
- Able to work as a team, self motivated individual
- **Singaporean, PR and Malaysian Only**

Working hours: 8:15 am to 5:45 am, 5 days week

Location: Tuas (Transport provided from Choa Chu Kang & Boon Lay MRT Station)

Interested candidates please email **updated resume with current and expected salary** in MS Word Format and **Photo** to [hrd@asianmicro.com.sg](mailto:hrd@asianmicro.com.sg).