

Account Executive, ATB Sdn. Bhd. Tanjung Bin, Johor

Position Summary

The Account Executive position is a crucial role in supporting the Company's financial functions. The role will be actively involved in handling financial transactions and ensure accurate financial reporting.

Responsibilities include:

- Maintain general ledger and posting of journal entries; perform monthly bank reconciliation and assist in monthly reporting
- Process day to day vendor invoices, payments, checking and updating account payables details in the system
- Perform vendor account reconciliation and liaise with vendors/ internal teams to resolve discrepancies (if any)
- Assist in maintaining or create new counterparts in system.
- Ensure proper maintenance and filling of documentations
- Assist in preparation of company annual budget and monitor budget utilization
- Assist in annual audit process; providing documents and explanations
- Assist in preparation and filing SST and WHT
- Ad-hoc duties as and when assigned

Qualifications and Experience

- Minimum Diploma in Accountancy or equivalent
- Ability to work collaboratively and build good relationships with cross-functional teams
- Minimum 2 years' experience in accounting roles.
- Office location at Tanjung Bin, Pontian, Johor

Personal Characteristics

- Organised and excellent attention to details
- Proactive and willingness to learn
- Good communication and friendly interpersonal skills
- Team player, with an open non-political style and a high level of personal integrity