

Accountant

For long term employment with professional oral/written English knowledge. The candidate shall have at least 2 years of accounting experiences in finance and accounting department of a foreign wholly owned company or a foreign JV.

General Purpose

General accounting including preparing journal entries, maintaining balance sheet schedules and ledgers and account and bank reconciliations. Assisting with monthly closings and account analysis and supporting the accounting manager in carrying out the responsibilities of the accounting department.

Responsibilities

- Prepare journal entries
- General ledger operations
- Monthly closings and preparation of monthly financial statements
- Filing the financial daily documents such as vouches and contract;
- Reconcile and maintain balance sheet accounts
- Draw up monthly financial reports
- Prepare analysis of accounts as requested
- Assist with year-end closings
- Administer accounts receivable and accounts payable
- Prepare tax computations and returns
- Assist in preparing budgets and forecasts
- Monitor and resolve bank issues including fee anomalies and check differences
- Account/bank reconciliations
- Cash keeping and reconciliations
- Review and process travel expense reports
- Assist with preparation and coordination of the audit process
- Assist with implementing and maintaining internal financial controls and procedures

Education and Experience

- College's degree or equivalent
- Knowledge of accounting principles and practices
- Knowledge of finance principles and reporting

- Knowledge of local, state and federal laws regarding finances and taxation
- Technical accounting skills
- Previous experience of general accounting
- Proficiency in relevant accounting software

Key Competencies

- Good written/oral English knowledge
- Attention to detail and accuracy
- Planning and organizing
- Scheduling and monitoring
- Communication skills
- Problem analysis and problem-solving skills
- Initiative
- Team work
- Confidentiality
- Financial experience in pharmaceutical or healthcare industry is preferred
- CV must be submitted in English/Chinese language

Working at Melchers

We give major importance to mutual respect and tolerance in any relationship regardless of the person or position. Our flat hierarchies allow for quick feedback and access to management. Our low staff turnover reflects our reliability and stability as an employer. In order to drive success, we work with annual objectives for each staff member and operate in an environment of providing feedback and seeking continuous improvement from all teams and employees.

Applicants are requested to send their motivation letter, CV, and expected annual salary to Grace Wang at gracewang@bj.melchers.com.cn

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