

Junior Accountant

职位描述

1. 定期审核营业部门销售数据
2. 定期核对 POS 交易与银行入账数据
3. 负责公司原始凭证的录入, 凭证的装订
4. 负责集团内往来公司的对账及日常业务跟进
5. 根据 ERP 销售订单及时准确开具税控发票
6. 纳税申报、抄税及其他税务和统计事宜
7. 定期编制盘点表, 组织库存盘点并编制报告
8. 完成上级领导要求的其他工作

任职要求

1. 会计、财务等相关专业本科以上学历, 英文流利。
2. 了解国家财经政策和会计、税务法规,
3. 熟悉使用 OFFICE 软件, 特别是 EXCEL 的熟练运用, 有较强的责任心, 有良好的职业操守
4. 良好的学习能力、独立工作能力、良好的沟通能力

Responsibilities

1. Regularly checking sales data of business dept.
2. Regularly compare the POS transactions with bank records.
3. Preparing accounting voucher and filing periodically
4. Responsible for intercompany account reconciliation
5. Correctly issuing vat invoice according to ERP invoice
6. Responsible for monthly tax & statistics reporting
7. Prepare the stocktaking sheet, organize the stocktake and prepare the report
8. Complete other works requested by accounting manager

Qualification

1. Bachelor degree in finance or accounting, fluent in English
2. Familiar with PRC GAAP, taxation regulations etc.
3. Proficiency in using OFFICE, particularly EXCEL, has strong accountability, good professional ethics
4. Ability to learning and work independently and good communication skill