

INTERN/ JUNIOR ACCOUNTANT JOB VACANCY:

Requirements:

- Responsible of accounting data entry
- Assist in auditing activities by providing necessary information and preparing requested documentation
- Record financial transactions
- Support month-end and year-end closing process and tax reporting
- Process sales orders on a daily basis as per the instruction of the collection supervisor or as per guidelines
- Perform client calls to boost collection efforts
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Experience: 0-2 Years

Education: BA in Accounting or Banking & Finance