

## Account Executive cum Administrative

### Description

- Handle day-to day accounting functions such as data entry of accounting transactions into the accounting system, invoicing, payments, receipts, monitor the bank balances and etc.
- Handle full set of accounts including GL, AP, AR and bank reconciliation.
- To ensure timely preparation and submission of related reports to government authorities such as SST, WHT, EPF, Socso and etc.
- Liaise with banks, company secretaries, tax agent, external auditors, government authorities and professional advisors on Company related matters.
- Ensure proper maintenance of accounting records, documentation and filing of records.
- Handle administrative duties and payroll function.
- Perform ad-hoc assignment as and when it is required.

### Qualifications

- Candidate must possess Diploma or Degree in Accounting/Finance/others Accounting professional qualification
- Minimum 2 to 3 years relevant working experience in similar capacity
- Positive work attitude, independent and able to meet deadline.
- Good interpersonal and communication skills.
- Must be willing to travel locally when required.
- Proficiency in microsoft office applications.

### Hiring Organization

PCCO Management Services Sdn Bhd

### Employment Type

Full-Time

### Job Location

No 17, Jalan Ipoh Kecil, Kuala Lumpur

### Working Hours

9:00 AM – 5:30 PM