

Job Title: Accountant

Responsibilities

- Review of customer agreements and commercial deals
- Process event service orders, customer invoicing and payment follow-up
- License fee account receivables aging control
- Process fixed asset additions, disposals and depreciation accounting duties
- Perform balance sheet reconciliations
- Assist to prepare monthly management report and accounting entries
- Process general accounting duties
- Perform other ad-hoc assignment as necessary

Requirements

- Bachelor's degree in accounting, finance or other related discipline
- Qualified Accountant or equivalents
- Minimum 3-5 years of accounting-related work experience
- Excellent command of written and spoken English and Chinese; fluency in Putonghua
- Strong interpersonal skills, proactive and committed to continual improvement
- Attention to details, ability to work under pressure with tight deadlines
- Excellent communication skills in written and verbal English and Chinese
- Computer literacy in Microsoft Word & Excel

Interested parties please send your full resume stating present & expected salary to HR Department by email to hr@asiaworld-expo.com.

Personal data collected will be used for recruitment-related purpose only.

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