



**ACCOUNTS OFFICER/ EXECUTIVE/ SENIOR EXECUTIVE  
(Head Office, Subang Jaya)**

**Responsibilities:**

**ACCOUNTS EXECUTIVE/ SENIOR EXECUTIVE**

- Handle full set of accounts
- Handle fixed assets and GL functions
- Management of monthly accounts closing process including timely and accurate reconciliations, supporting schedules and statistical data for management reporting.
- Review product costing and handling closing stocks
- Assist in preparation of audit and tax schedules and responding to queries.
- Liaise with auditors and tax agent

**ACCOUNTS OFFICER**

- Prepare payment for approved documents such as invoice, expense report, petty cash, inter-company settlement.
- Ensure bank account has sufficient funds and obtains funding or sweeping of funds at required time frame.
- Assist in issuance of bank guarantee and update bank guarantee listing.
- Prepare monthly bank reconciliation for bank accounts.
- Prepare monthly creditors' reconciliation.
- Assist in preparation of audit and tax schedules and responding to queries.

**Requirements:**

**ACCOUNTS EXECUTIVE/ SENIOR EXECUTIVE**

- Minimum Diploma/ Bachelor degree in Accounting / Professional Qualification or equivalent.
- At least 2-5 years of relevant working experience.
- Strong initiative and able to work independently with minimum supervision.
- Excellent analytical, organizational, interpersonal, communication and writing skills in English.
- Proficient in Microsoft Office Applications.
- Good command in spoken and written both English and Bahasa Malaysia

**ACCOUNTS OFFICER**

- Minimum LCCI Diploma in Accounting.
- Minimum 2 years' working experience in similar capacity.
- Good command in spoken and written both English and Bahasa Malaysia

**For application:**

Hand in your resume or email your application with detailed resume including expected salary and recent passport-sized photograph to:

**[hr@sushi-king.com](mailto:hr@sushi-king.com)**