

JOB VACANCY

ACCOUNT EXECUTIVE



JOB DESCRIPTION

- Update Cash Flow working for both payments and receipts issued every day.
- Prepare reconciliation for Credit Card Balance and other accounts as required.
- Ensure the Cash and Bank balance is fairly stated in the Financial Statement.
- Improve overall payment process flow
- Assist the team with monthly closing report and other data entry.
- Assist the audit, fact checks and resolving discrepancies.
- Assist the Management in any other financial analysis as required.

REQUIREMENT

- Must possess Degree in Accounting.
- 2 years of experiences in accounting is an advantage. Fresh graduates are encouraged to apply.
- Analytical thinking and fast learner.
- Well-organized, problem solving and good interpersonal skills.

Email your resume and education certificate to career.kts@tdmberhad.com.my
Any inquiry, please contact Human Resource & Administration at 09 637 8888 / 013 984 3025

