

# Accounting Assistant

tv07998@gmail.com

Phone :

Web :



## Job Summary

Vacancy :  
Deadline : Sep 30, 2024  
Published : Sep 30, 2024  
Employment Status : Full Time  
Experience : Any  
Salary : \$1,000 - \$1,500  
Gender : Any  
Career Level : Any  
Qualification :

## Job Description

**Position Overview:**  
We are seeking a meticulous and responsible accounting assistant to join our international logistics and freight forwarding company and assist in handling financial matters to ensure the accuracy and efficiency of financial processes.

**Position Description:**  
Responsible for the daily accounting treatment of the company's accounts receivable and accounts payable, including recording, verification, and invoicing.  
Collaborate with the business department to track account information and ensure timely updates.  
Accurately enter financial data into the system to ensure the integrity and accuracy of the data.  
Participate in the preparation of financial statements and provide accurate account data.  
Conduct simple analyses of account data to provide suggestions for optimizing financial processes.

## Skills

**Position Requirements:**  
College degree or above in finance or accounting.  
Have 1-2 years of working experience as an accounting assistant, preferably in the logistics or freight forwarding industry.  
Proficient in financial software and office software, such as Excel.  
Have certain English communication skills to conduct work-related communication.  
Be careful, responsible, have certain data analysis skills and problem-solving skills.  
Able to withstand a certain amount of work pressure, have good teamwork spirit and communication skills.

[https://www.bayt.com/en/register-j/applicant-register/?b\\_id=5196597&\\_gl=11z66sr\\_up\\*MQ\\_&qclid=CjwKCAjw9eO3BhBNEiwAoc0jZhS\\_AZD51Fsa-eUP7OvDFA0xOw1FwAw\\_wn7nFbldzSDEyi98hp1hoC2FEQAvD\\_BwE](https://www.bayt.com/en/register-j/applicant-register/?b_id=5196597&_gl=11z66sr_up*MQ_&qclid=CjwKCAjw9eO3BhBNEiwAoc0jZhS_AZD51Fsa-eUP7OvDFA0xOw1FwAw_wn7nFbldzSDEyi98hp1hoC2FEQAvD_BwE)

## Education & Experience

## Must Have

## Educational Requirements

## Compensation & Other Benefits