

## **Accounting Assistant Manager**

### **Responsibilities:**

- Using documents to verify, record, and process transactions.
- Maintaining accurate and complete records, including ledgers, journals, invoices, receipts, and information related to supplies and inventory.
- Monitoring expenditure and profits and Providing regular updates to management regarding company finances.
- Managing business accounts and preparing financial statements.
- Assisting the accounting department in daily, monthly, and annual activities, including generating financial reports, developing budgets, preparing taxes, and assisting with audits and resolving discrepancies.
- Speaking with vendors and suppliers to ensure charges are accurate and that payments are received in a timely manner.
- Communicating account statuses, charges, or discrepancies.
- Ensuring that all accounting processes align with GAAP and current financial legislation.
- Analyzing financial data and creating reports for management, stakeholders, and external parties, such as vendors or lenders.
- Maintaining accurate and complete financial records and participating in audits or reconciliations, as needed.
- Evaluating internal management systems, procedures and risks in order to provide recommendations.
- Accurately preparing tax returns and ensuring that company taxes are paid in a timely manner.
- Performing reconciliations of general ledger accounts.
- Supervising and providing overall guidance to account clerks

### **Requirements:**

- Experience Green field project, foreign investor who had contracted for incentive
- Bachelor's degree in Accounting, Finance, Business Administration, or related field.
- Certified Public Accountant (CPA) accreditation.
- Proven experience working as an Accounting Supervisor.
- Sound knowledge of accounting principles and practices.
- The ability to process large amounts of numerical data.
- Proficiency in Microsoft Excel and accounting software.
- Excellent analytical and problem-solving skills.
- Strong management and leadership skills.
- Effective communication skills.
- Detail-oriented.