



## Accounts & Billing Senior Officer

### Job Description:

- Manage accounts receivable and payable on a daily basis.
- Manage and reconcile banking transactions and payments in a timely manner.
- Assist the Head of Finance in preparation of financial data for financial audits and tax processing.
- Assist and support the Head of Finance in compilation and reporting of all financial task and activities.
- Issue invoices, bills and debit/credit notes and send them to customers through various channels (mail, e-mail etc.) and update the customer files accordingly.
- Issue customer account statements periodically or whenever necessary.
- Maintain an orderly financial filing and update accounting records with new payments, balances, customer information etc. within house database.
- Communicate queries and handle complaints from customers regarding accounts and billings.

### Requirement:

- Candidate must possess at least a Diploma/Degree in Accounting / Finance, LCCI or equivalent.
- Excellent computer proficiency (MS Office – Word, Excel and PowerPoint).
- Familiar with SAGE/UBS Accounting System is an advantage.
- Excellent spoken, verbal and written in Bahasa Melayu and English, including ability to effectively communicate with all levels of management.
- At least 2 to 3 years of working experience in a similar capacity.
- Attention to details and a team work with the ability to work independently.