



Job title	Junior Accountant
Reports to	CEO
Location	Bangkok, Thailand

Company Description

The leading eCommerce and Digital talent network in SE Asia is looking for an Accountant to provides financial information by maintaining and reconciling accounts; preparing reports.

Responsibilities

- Maintains financial records for subsidiary companies by analyzing balance sheets and general ledger accounts.
- Reconciles general and subsidiary bank accounts by gathering and balancing information.
- Provides financial status information by preparing special reports; completing special projects.
- Corrects errors by posting adjusting journal entries.
- Maintains general ledger accounts by reconciling accounts receivable detail and control accounts; adjusting entries for amortizations prepaids; analyzing and reconciling retainage and accounts payable ledgers; preparing fixed asset depreciation and accruals.
- Secures financial information by completing database backups; keeping information confidential.
- Maintains accounting controls by following policies and procedures; complying with federal, state, and local financial legal requirements.
- Updates job knowledge by participating in educational opportunities; reading professional publications.
- Accomplishes accounting and organization mission by completing related results as needed.

Requirements

- Knowledge of Quickbooks software.
- General Math Skills,
- Accounting,
- Deadline-Oriented,
- Reporting Skills,
- Attention to Detail,
- SFAS Rules,
- Confidentiality,
- Coordination,
- Thoroughness,
- Quality Focus,
- Objectivity

Approved by:		(on behalf of CEO)
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