



Phwint Phyothit

Accountant



Responsibilities:

- Recording all financial transactions daily
- Issuing payment invoices and receipts to clients
- Preparing and submitting periodic financial reports to management
- Performing account reconciliations
- Processing income statements, balance sheets, and other management account reports, under the supervision of the senior accountant
- Assisting with asset audits, as necessary
- Assisting with other accounting tasks, as assigned by a supervisor
- Data entry at ACE (Any) software
- Assist with reviewing of expenses, cash records, etc. as assigned
- Update financial data in databases to ensure that information will be accurate and immediately available when needed
- Prepare and submit weekly/monthly reports
- Assist senior accountants in the preparation of monthly/yearly closings
- Assist with other accounting projects

Requirements:

- Bachelor's degree or diploma in the accounting field.
- Excellent numerical and logical thinking, interpersonal and communication skills.
- Ability to work in a fast-paced team environment
- Basic knowledge of Excel, Word, PowerPoint, and email writing.
- Minimum 2 years' experience in the accounting field
- Good interpersonal and English communication skills

Candidates are encouraged to apply this position to hr@pwintphyothit.com with the following information in the resume.

- Work experiences and job responsibilities
- Current and Expected salary
- Reason for leaving
- Date of availability
- Education background