



Position: Assistant Accountant

Location: Hong Kong

Job highlights:

- Handle Intercompany transactions and reconciliation;
- Handle daily accounting entries and reimbursement.

Job Responsibilities:

- Assist in handling intercompany transactions and perform intercompany balances reconciliation;
- Assist in performing month end closing duties;
- Assist in preparing breakdown and schedules for month end closing and annual audit;
- Prepare accounting journals and vouchers and handle routine reimbursement;
- Ensure the fixed asset register is properly maintained;
- Perform ac-hoc assignment as assigned.

Job Requirements:

- Higher diploma in accounting or related qualification;
- with 2-3 years relevant experience is preferable;
- Experienced in using Oracle is highly preferred;
- Proficient in Microsoft office, especially in excel;
- Independent, responsible, good interpersonal and communication skills;
- Good command in written/spoken English, Cantonese and Mandarin;
- Immediate available is highly preferred.

We offer competitive remuneration package and excellent career prospects to the right candidate. To apply, please send your full resume with current and expected salary by E-mail:

recruit@solomon-systech.com

All applications will be treated in strict confidence and for recruitment purpose only.