



Shenzhen WIK Domestic Appliances Co LTD.

Job description

Name: New-hired

Job level: 3C

Position title: Accountant

KEY Responsibilities:

- *Verify vendor/reimbursement invoices.*
- *Run payment proposal timely and accurately.*
- *Perform timely reconciliations with supplier.*
- *Respond to vendor enquiries regarding finance.*
- *Handle financial processes related to import and export trade*
- *Keep track of all payments and expenditures.*
- *Control advance payments and vendor charge-back.*
- *Prepare accounts analysis and monthly reports.*
- *Make continuous improvement on payment process.*
- *Handle other ad-hoc assignments.*
- *Support HK,PP and Swills new entity.*

Qualifications:

1. Bachelor's degree above , Major in Accounting or Financial Management or related field.
2. Attention to detail and sensitive to number, good English skills.
3. Energy and passion with an eye towards continuous improvement in self and business processes
4. A self-starter who can work independently without direct supervision
5. Strong sense of accountability and teamwork spirit, good communication and interpersonal skill
6. Enjoy being challenged, comfortable with conflict and changes
7. Flexible, able to handle a dynamic and fast-paced business setting
8. Strong willingness and ability to learn independently
9. Fresh graduates will be given priority.