

Job Title:

Senior Accountant

Reports To:

Chief Accountant

Objective(s):

To ensure the integrity of the company's accounting information through recording, verifying, consolidating, and reporting transactions.

Responsibilities:

- Responsible for transaction documentation, bookkeeping, monthly reconciliations and closings, and periodic financial and management reporting.
- Manage payroll-related and company tax matters.
- Coordinate with third-party advisors and auditors on certain assignments.
- Maintain accounting controls and implement relevant policies and procedures.
- Prepare the annual budget and compare actual monthly performance to the budget.
- Handle the procurement process and commercial arrangements with vendors.
- Analyze the company's financial performance, identify areas of improvement, and propose necessary solutions.
- Ensure compliance with proper accounting standards and relevant laws and regulations.
- Responsible for managing his/her team members in a way that increases the overall performance of the finance department.
- Support the Chief Accountant and other team members on ad hoc assignments on a case-by-case basis.

Requirements:

- Bachelor's degree in accounting. Master's degree and/or professional designation(s) are a plus.
- Min 5 years of relevant experience, Big-4 experience is preferred.
- Interpersonal skills, diligent, organized, dependable, team player, and high level of integrity.
- Very good English speaking and writing skills.