

## JOB DESCRIPTION

<b>Job Title:</b> JUNIOR ACCOUNTS EXECUTIVE	Organization	Employee No	<b>Page 1 of 3</b>
---	--------------	-------------	--------------------

ONLY THE BEST



<b>Name :</b>	<b>Date of Issue :</b>
<b>Department :</b>	<b>Band :</b>
<b>Reports To :</b>	<b>Prepared By :</b>

### JOB ROLE

Perform daily accounting functions such as payments, reconciliation, collections and bank ins in addition to monitoring of invoices and payments to staff on claims and commissions.

### KEY RESPONSIBILITIES

1. Perform payments to vendors and suppliers upon stringent verification on all invoices.
2. Performs daily, weekly and monthly accounting task as per instructions.
3. To receive payments from debtors
4. Monitor and tally the bank in slips from outlets and branches for reconciliation.
5. Perform collection and compilation of invoices from all branches.
6. Updating of all invoices and details into the SAP system.

### JOB DUTIES

#### DAILY JOBS

1. To key in Suppliers Invoice & Accounts Code into SAP system and review accounting codes of invoices.
2. To review and prepare Payment Vouchers and Cheques for all vendors.
3. Review Payment Voucher and Cheque prepared by Accounts Assistant / AP Assistant.
4. Review daily cahsflow to ensure properly updated.
5. Update monthly fixed payment schedule.
6. Instruct Accounts Assistant to send out cheque by post/ courier/ office boy or call vendors to collect from receptionist.
7. Perform Payment of Bank Draft / TT Transfer / Bank Guarantee Application Form as and when required
8. To prepare / instruct Accounts Assistant to issues Invoices (trade nature) or Debit Note (non-trade nature e.g. reimbursement) or Credit Note (collection on behalf which need to pay back) as and when it incur.
9. Review, instruct & prepare bank-in, by next banking day (if any).
10. Receive fax CSCR for type of collection, including function deposit & balance payment.
11. Receive fax Bank-in Slip to proof Daily Bank-in
12. Instruct and review Accounts Assistant to update SAP (AR, CB & GL) for :-
  - a) Sales by Category Transaction
  - b) Cash Collection
  - c) Credit Card Collection.
13. Performs SAP Posting and back up  
Posting of:-
  - a) AP Batch Listing
  - b) AR Batch Listing
  - c) CB Batch Listing
  - d) GL Batch Listing



## JOB DESCRIPTION

<b>Job Title: JUNIOR ACCOUNTS EXECUTIVE</b>	Div/Dept	Number	<b>Page 2 of 3</b>
---	----------	--------	--------------------

### WEEKLY JOBS

1. To prepare operator payment schedule
2. Review and prepare summary of Cash Flow statement
3. To monitor the operation schedule payment prepared by Accounts Assistant.

### MONTHLY

1. To verify Credit Card Sales and Updating Collection.
2. To update Invoices into SAP.
3. Compute & prepare Operator Payments Schedule (before 7th of Month), if relevant.
4. To monitor the operation schedule payment prepared by Accounts Assistant
5. To review event orders and function items costing for each function and calculate Staff Function Commission based on Criteria set.
6. To Process Petty Cash Claims by Outlets and staff
7. To Compute and prepare Government Service Tax Payment (To Pay and Submit Custom Borang every Two Months once and before 28th.
8. To perform checking Creditors' Statement received to cross-check against accuracy of our accounts.
9. To instruct/ monitor issuance of Monthly Inter-co Debit Notes on:
  - a) Payroll Allocation Cost
  - b) Inter-Transfer Stock
  - c) Medical Fees
  - d) Staff Meal
  - e) House Accounts
10. To ensure transfer of fund to Inter-co for salary payment.
11. To prepare inter-company balances reconciliation
12. To prepare Monthly Bank Reconciliation
13. To prepare monthly journal
14. Closing Stock Journal & Ratio Investigation
15. To perform stock transfer, stock take and fixed assets accounting checking
16. Prepare full set of accounts and printing of Ledger and System Financial Report and Management Report



## JOB DESCRIPTION

<b>Job Title: JUNIOR ACCOUNTSEXECUTIVE</b>	Div/Dept	Number	<b>Page 3 of 3</b>
--	----------	--------	--------------------

### KNOWLEDGE AND SKILLS

1. Possess at least LCCI or Degree / Diploma in Accounting / Finance
2. Excellent verbal and written communication skills.
3. Strong organizational motivational skills.
4. Analytical, decision-making and management skills
5. Good attitude and interpersonal skills
6. Must be able to handle confidential/sensitive information in a professional manner.
7. Ability to manage multi-functional tasks.

~ END ~

Approved by:

Received by:

.....  
Human Resource Manager

.....  
Junior Accounts Executive

Name: .....

Name: .....

Date : .....

I.C.No: .....

Date : .....

**Only World Group Holdings Berhad**

No.10, Jalan Pelukis U1/46,  
Section U1, Temasya Industrial Park, Glenmarie,  
40150, Shah Alam, Selangor Darul Ehsan, Malaysia.  
T: +603-5566 8000 F: +603-5566 8003 M: +6017-2890655  
E: [maisarah.m@owg.com.my](mailto:maisarah.m@owg.com.my) (Ms. Maisarah Mayadi)  
W: [owg.com.my](http://owg.com.my)

