

## JOB VACANCY

<b>Job Title:</b>	ACCOUNTS EXECUTIVE
<b>Job Descriptions:</b>	<p>RESPONSIBILITIES</p> <ul style="list-style-type: none"><li>• Manages accounts receivable to ensure timely, complete, and accurate processing of customer payments and refunds and write offs.</li><li>• Resolves valid or authorized deductions by entering adjusting entries.</li><li>• Perform collection effort on past due and delinquent accounts.</li><li>• Update and track collection effort on all Credit accounts .</li><li>• Answer Accounts Receivable inquiries and able to follow up with customers.</li><li>• Reconcile statement of accounts for AR Invoices.</li></ul>
<b>Number of Vacancy:</b>	1 (One)
<b>Locality:</b>	
<b>Contact Person and Email/ Phone Numbers:</b>	Didie Esmail <a href="mailto:hr.teamsome@gmail.com">hr.teamsome@gmail.com</a> 05-3131355
<b>Special Requirements:</b>	<p>REQUIREMENTS</p> <ul style="list-style-type: none"><li>• Relevant year of experiences in Commercial Credit &amp; Collection environment.</li><li>• Degree in Accounting.</li><li>• Oracle experience is required.</li><li>• Ability to work effectively with people at all levels</li><li>• Excellent interpersonal skills</li><li>• Strong organization and time management skills</li><li>• Critical thinking and problem-solving ability</li><li>• Strong work ethic with an aptitude for numbers</li><li>• Ability to handle multiple priorities and duties is essential</li><li>• Knowledge of computers, Microsoft Outlook / Excel</li><li>• Strong understanding of the finance and accounting functions</li><li>• Must be able to communicate clearly and concisely both orally and in writing (in English)</li><li>• Ability to work in a team environment for making business decisions and implementing process improvements</li><li>• Must be able to work extended hours during critical times as needed</li></ul> <p>* Required language(s): Bahasa Malaysia, Mandarin, English</p>