**Position:** Jr. Accountant

**Responsibilities:**

* Review the employees’ expenses claims.
* Review the list of the Corp card transactions.
* Management of Fixed Asset Register.
* Supporting the cycle of Account Payable.
* Ad-hoc tasks.

**Qualification**

* Experienced less than 2 years in accounting or fresh graduates.
* Major in Accounting or tax. Or passed AICPA test.
* Effective communication in English (verbal & written).
* TOEIC or TOEFL or the relevant English score is preferable.
* Excellent skill in Excel.
* The experience or training on SAP is preferable.
* Tolerant and excellent team player.
* Agile and ability to adapt quickly.
* Self-driven/motivated individual.
* 1 year contract position (the contract period might be extended)