

## **Senior General Accountant**

### **Job Responsibilities**

- Manage the budget and banking relationships at the company;
- Handle daily accounting vouchers, hand-written vouchers according to the financial regulations and other relevant documents;
- Responsible all accounting transactions, payables. Process vendor and supplier invoices, in a timely manner, verifying accuracy, approvals and account coding in accordance with Accounting and Tax regulation;
- Full set of account experience. Check and ensure accuracy of Inventory transactions incurred in the month; Bookkeeping;
- Serve as the main contact point for financial interaction, service and support to the Principal/Director of the group company for business needs and development
- Check/control and forecast the cost usage to control the cost at the detailed level
- Manage, inspect and supervise assets, tools, inventory and so on of the company
- Suggest and advise on effective accounting work
- Prepare payment schedule for suppliers and send to Finance Head to approve the payment online;

### **Reporting**

- Prepare financial statements, tax reports, and other statutory reports accurately and timely
- Monthly and yearly financial statements (P&L, BS, Cash flow);
- Quarterly CIT report, yearly CIT finalization;
- Ad hoc tasks requested by the Finance Head.

### **Tax**

- Prepare documents for CIT finalization report;
- Monitor tax issues (reconciliation between tax reports - VAT, CIT, PIT and all other taxes - tax paid and payable);
- Be responsible for tax compliance;
- Offer support and guidance during audits;
- Be responsible to advise other departments of any concerns on Tax matters.

### **JOB REQUIREMENT**

- Bachelor's Degree in Finance and Accounting;
- Extensive experience in financial management and accounting, preferably within the manufacturing sector;
- Positive, flexible & can work independently;
- Detail-oriented with analytical mindset & organizational skills;
- Spoken and written Chinese skills;
- Experience with Microsoft Office package (Outlook, Excel, Word, etc.);
- At least 5 years of working experience in accounting field.