



Accounts Officer
Marco Corporation (M) Sdn Bhd

JOB DESCRIPTION

Responsibilities:

- Handle full set of accounts and monthly reconciliation of balance sheet.
- Assist in overall cost accounting & financial accounting.
- Timely preparation of monthly financial reports for management review.

Requirements:

- Candidate must possess at least Professional Certificate in LCCI or equivalent.
- At least 3 year(s) of working experience in keeping full set of accounts.
- Computer literate and familiar with accounting system.
- Have basic tax knowledge is an added advantage.
- Good interpersonal skill, independent and work with minimum supervision.