

<https://www.3ecpa.com.my/job/junior-bookkeeper/>

Junior Bookkeeper – Accounting Firm

Description

3E Accounting Malaysia is currently looking to appoint a Junior Bookkeeper to join their company accounting team in Malaysia office.

3E Accounting PLT aims to be the leading corporate service provider and top accounting firm in Malaysia providing One-Stop Solution services for our clients.

[3E Accounting Pte Ltd](#), Singapore is the global headquarters of [3E Accounting International](#), an International Accounting network with a global presence in more than 60 countries worldwide.

Our Mission

To offer the Three Es: efficiency, effectiveness and economy, all part of our One-Stop Solution services for our clients.

Our Vision

The World's leading corporate service provider, offering services beyond excellence.

Remuneration is commensurate with qualifications and work experience. Qualified and interested candidates should email their resume to info@3ecpa.com.my

Please state your current and expected salary and include in the CV a digital photo of yourself.

Job Responsibilities

- Prepare financial data for entry into the accounting system
- Handle accounts receivables and accounts payables
- Prepare bank reconciliation and audit schedules
- Handle account closing up to the monthly trial balance, income statement and balance sheet
- Perform other ad-hoc duties as assigned

Requirements

- CAT or LCCI holder
- 1 year working experience in preparing full set accounts is an advantage
- Proficiency in MS Office (Excel & Word)
- Able to work independently and under stress
- Good communications and interpersonal skills
- Must be positive thinking and keen to learn

Hiring organization

3E Accounting PLT

Employment Type

Full Time

Industry

Accounting Firm

Job Location

360, Jalan Tuanku Abdul Rahman, Menara Centara, #20-01/02/03, 50100, Kuala Lumpur, Capital of Malaysia, Malaysia

Working Hours

Mon – Fri: 9:00 to 18:00

Base Salary

RM 1900 - RM 2500

Date posted

September 13, 2019

Valid through

October 31, 2019