

To cope with our rapid growth, we are looking for high caliber individual for the following position:

### **Accounting Clerk (Account Payable)**

#### RESPONSIBILITIES:

- Complete payments and control expenses by receiving, processing, verifying, and reconciling invoices
- Process accounts and incoming payments in compliance with financial policies and procedures
- Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts payable data
- Prepare bills, invoices and bank deposits

#### REQUIREMENTS:

- Degree holder in Finance, Accounting or Business Administration
- Minimum 1 year working experience in Accounting
- Understanding of basic bookkeeping and accounting payable principles
- Proficiency in English & Chinese and in MS Office
- Excellent interpersonal and communication skills
- High degree of accuracy and attention to detail

We offer competitive remuneration package including meal allowance, medical scheme, discretionary bonus, double pay and pension fund with excellent career exposure opportunities to the right candidate.

Interested parties, please apply with full resume in MS Word format with present and expected salary via e-mail to [\*\*hr@newyaohan.com\*\*](mailto:hr@newyaohan.com)

Company website: [www.newyaohan.com](http://www.newyaohan.com)

(Personal data collected will be used for recruitment purpose only)