



**JOB DESCRIPTION**

**ACCOUNT ASSISTANT**



**ABOUT THIS JOB**

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Work Location  
Singapore (East)

Work Days  
5 days

Job Level  
Entry

Job Type  
Full-time

Qualification  
Polytechnic and above

Experiences  
More than 3 years

Language Proficiency  
English

Salary  
From \$2,200

Category  
Accountancy,  
Administrative

**JOB BENEFITS**

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Training &  
Development



Salary Review



Annual Leave

**JOB DESCRIPTION**

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As an Account Assistant, you are to provide strong support to the Account Department. Your duties and responsibilities are to:

- Maintain records of financial transactions, such as accounts receivable, accounts payable general ledger, bank balance & accruals
- Prepare and posts journal entries either manually or on electronically
- Assist in the processing of invoices and payments
- Check billing invoices for accuracy and prepares documentation for payment
- Perform calculations for statutory payment and deductions
- Prepare forms and completes statutory returns as instructed
- Prepare monthly creditors statement reconciliations
- Handle accounts payables and employees' expenses claims
- Reconcile accounts
- Process of Payment and handling of Petty Cash
- Prepare Bank Receipts and payment vouchers
- Other ad-hoc administrative duties