

JOB DESCRIPTION

JOB PROFILE

Job Title:	Sales & Accounts Receivable Executive	Job Category:	Office
Department:	Finance	Employment Term:	Full-time

ORGANIZATIONAL RELATIONSHIP

Reporting Superior's Title:	Finance & Office Manager
Subordinates:	N.A

JOB DESCRIPTION

The Sales & Accounts Receivable Executive will assist the Finance & Office Manager to ensure all sales transactions are recorded and properly accounted for. He/she will also ensure the company receives all payments for goods and services rendered. This includes verifying receipts and resolving any discrepancies.

DUTIES & RESPONSIBILITIES

Accounting

- Responsible for handling daily sales collection, petty cash, accounts receivables
- Receive and process all invoices for payment on a timely basis
- Maintaining fixed assets records
- Assist in month end and year end closing process
- Assist in annual audit and tax related matters
- Preparation of audit schedule for the auditors
- Prepare Financial reports for management
- Responsible for company AR matters
- General administrative and filing works
- Coordinating between departments and operating units in resolving day-to-day administrative issue
- Update accounting records

Inventory Management

- Devise and perform periodic reviews on action plans for optimization of inventory
- Plan, organize, manage and evaluate the inventory management of activities
- Monitor inventory levels and inventory movement, key performance indicators to measure the effectiveness of the inventory management operations
- Coordinate ordering by checking Goods Received Note against Supplier Invoice
- Coordinate sales by checking the Daily Sales Receipts
- Work closely with Operations by maintaining open dialogue with other management to coordinate activities and improve performance and productivity

- Inventory analysis
- Prepare weekly/monthly inventory report
- Coordinate preparation of documentation
- Initiate action plans to improve current process as well as cost savings
- Undertake ad hoc projects and initiatives as assigned by the Management

REQUIREMENTS

- Possess at least a Diploma in Accountancy, Supply Chain Management or other related field
- At least 1 year of experience in inventory planning or procurement
- Possess good communication, presentation and interpersonal skills
- Self-motivated and able to work under pressure and independently
- Strong problem-solving abilities