

RECRUITMENT OF INTERNAL ACCOUNTANT STAFF

Department	Financial accountant
Title	Staff
Job description	- v Check internal receipts and expenditure documents, write cash receipts and payment orders. - v Prepare internal financial statements and financial statements for tax authorities, monthly tax reports. - v Balance the revenue and expenditure plan of the enterprise, reasonably allocate monthly expenses. - v Performing operations with health insurance – social insurance. - v Manage accounting books, store accounting data. - v Manage the company's contracts, follow up and complete valid payment records. - v Payroll and manage employee records. - v Perform duties as assigned by Chief Accountant.
Requirements of the position	- v Graduated from College or University majoring in Accounting. - v Age 25 – 29, have at least 1 – 2 years of experience in the same position. - v Ability to use Excel and English well in the working process. - v Ability to coordinate and organize work in a reasonable manner. - v Ability to work under pressure. - v Polite and friendly with colleagues. - v Working hours: 8:30am – 06:00pm, Monday to Friday.

Benefits

- v Attractive income, commensurate with capacity, bonus according to work performance.
- v Opportunities for regular professional improvement training. Provided with modern equipment necessary to improve working efficiency.
- v Fully enjoy social insurance, health insurance, and other benefits under the provisions of the Labor Law and the Company's remuneration regimes.
- v Working in a dynamic, efficient environment with many exciting cultural activities that care about the spiritual life of employees.

Ways of applying

Please send an email with the subject “[IMPACT] – [ACCOUNTANT] – [APPLICANT’S FULL NAME]” to ha.px@impact.com.vn (Mr. Ha) to apply.

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