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| <b>Position Title:</b>                | Accountant  |
| <b>Department:</b>                    | Finance   |
| <b>Directly reports to:</b>           | Head of Finance   |
| <b>Direct Reports:</b>                | N/A   |
| <b>Job Summary</b>                    | <p>Accountant is responsible for the accounting, tax compliance, for ensuring that all financial matters are handled responsibly, independently and legally:</p> <ul style="list-style-type: none"> <li>• Recognize transactions, e-invoices from material/assets/services purchases and expenses/costs...; maintains financial systems</li> <li>• Records, and controls accounting and financial operations</li> <li>• Follow up on outstanding invoices/bills and arrange payment to suppliers</li> <li>• Monitor sales / AR / inventory reports</li> <li>• Prepares reports and documents covering accounting transactions for management review</li> <li>• Ensures that accurate records are kept by standard practices</li> </ul>  |
| <b>Key Tasks and Responsibilities</b> | <p>Responsibility for general journal &amp; accounting books:</p> <ul style="list-style-type: none"> <li>• Collaborating with internal departments to gather, analyse, and interpret relevant accounting information.</li> <li>• Ensuring that accounting information complies with professional and regulatory standards (VN GAAP / VAS / IFRS)</li> <li>• Entering financial data such as <u>input invoices, import postings (goods and services) ... reclassifications, and entries</u> into the ledger on a monthly basis, as well as preparing reports.</li> <li>• Reconciling accounts with the general ledger.</li> <li>• Gathering supporting documentation and performing recordkeeping.</li> <li>• Prepare AP report monthly</li> <li>• Perform other finance-related tasks whenever required</li> </ul> <p>Sales and Accounts Receivable:</p> <ul style="list-style-type: none"> <li>• Sales orders and sales postings</li> <li>• AR postings and reports</li> <li>• Maintain electronic invoice and output invoice list report</li> <li>• Work with relevant departments for disclosure of planning and actual sales, AR data.</li> </ul> |
| <b>Skills and Abilities</b>           | <ul style="list-style-type: none"> <li>• Reliable, confidential, accurate and well-organized working style</li> <li>• Able to work under time pressure</li> <li>• Knowledge of tax laws / regulations and VN GAAP / VAS</li> <li>• Good understanding of MS Office and accounting software (ERP system is preferable).</li> <li>• Knowledge of accounting and bookkeeping processes.</li> <li>• English is preferable</li> </ul>  |
| <b>Experience and Education</b>       | <ul style="list-style-type: none"> <li>• Bachelor's degree in accounting or relevant field.</li> <li>• A minimum of 1 years' experience as an accountant or similar role.</li> </ul>  |
| <b>Contact</b>                        | Interested? Please send your application to <a href="mailto:Career@kurz.vn">Career@kurz.vn</a>  |