

Work location:

- Gelang Patah, Johor Bahru, Malaysia

Essential Duties and Responsibilities:

- Responsible for assisting in day-to-day accounting operations, ensuring accurate financial records, and providing administrative support to the Finance Department while gaining exposure to various accounting functions.

Key Responsibilities

- Assist in processing supplier invoices, staff claims, and payment vouchers.
- Prepare and issue customer invoices, debit notes, and credit notes.
- Perform data entry into the accounting system accurately and timely.
- Assist in bank reconciliation and monitor daily cash transactions.
- Support Accounts Payable (AP) and Accounts Receivable (AR) activities.
- Maintain proper filing and documentation of accounting records.
- Assist in month-end closing activities and preparation of accounting schedules.
- Support the preparation of audit schedules and liaise with auditors when required.
- Assist with SST, tax, and other statutory documentation as assigned.
- Verify supporting documents to ensure completeness and compliance with company policies.
- Coordinate with internal departments regarding finance-related matters.
- Perform general administrative duties within the Finance Department.
- Carry out any other duties assigned by the Group Financial Controller.

Job Requirements:

- Diploma or Bachelor's Degree in Accounting, Finance, or a related field.
- Fresh graduates are encouraged to apply.
- Internship experience in accounting is an added advantage.

To Apply:

Please submit your resume to email: jobs@rtl-corp.com