

## Senior Accountant of Account Receivables

### **Job Purpose:**

The primary purpose of this position is to manage WIP (work-in-progress), Sales Revenue, and Account Receivables. This person will manage central billing in financial systems and prepare reports for WIP and AR management. This person will also provide support and advice in contract terms, budget tracking, and AR collection.

### **Roles and Responsibilities:**

Invoice Processing for 3 Markets in China:

- Review WIP report, monitor project status to ensure timely and accurate time and expense submission by business people;
- Prepare and process invoices in the financial systems with verification of project status with business leaders and financial terms in the contract;
- Invoice reconciliation between two financial systems;
- Prepare budget tracker and project reports to business leaders;
- Update revenue performance report on Data Warehouse to ensure revenue is timely and accurately managed under client leaders;
- Be the key contact for intercompany transactions.

WIP/AR Management:

- Review Aged AR report and reconcile with bank receipts to ensure the accurate cash allocation to AR;
- Send AR Statement to client to follow up on AR payment;
- Develop WIP and AR reports to business leaders and proactive monitor project and AR status to ensure the results are in line with company policy and objectives;
- Prepare AR and WIP reconciliations between two financial systems;
- Prepare comments on AR and WIP status to support management to take correct actions;
- Prepare and manage WIP and AR provision in accordance with project execution status and AR collection status.

Contract and other works:

- Keep the master file of contracts, invoices and related documents;
- Provide financial assistance in project closure and invoice finalization;
- Provide advisory support to business leaders on financial terms;
- Manage sales taxes related with invoice and contract.
- Provide support on external and internal audit
- Ad-hoc support on requirement

## **Qualification and Experiences:**

### Work Experiences:

- Minimum 3-4 years accounting work experiences, especially in AR function in Sales and Marketing organization in multinational companies.
- Background in consulting, servicing industry is strongly desired.

### Education and qualification:

- BA or master degree in Finance, Accounting, and Business Administration is required.
- CPA, CA, ACCA is a plus.

### Personal traits:

- Careful, patient and reliable working behavior.
- Ability to clearly and effectively communicated with different level of people orally or in written.
- Good English skills – both oral and written
- Self-motivated person, ability to work independently and under pressure.
- Good sense of business and good team player