# Vietnam Jobs Expertini®

## Accountant Executive

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Company: TalentViet Location: Ho Chi Minh City Category: business-and-financial-operations

#### Job Description :

- Draw up the monthly reconciliations and the gaps justifications
- Provide General Accounting with information required for tax declarations (VAT, WHT,

declarations of duties)

- Prepare for all mandatory local reports to Tax and others (VAT, WHT, CIT, Statistic report...)
- Assistance with accounting monthly/quarterly/yearly closing
- Account payables book keeping, payment process and follow up, control for the cut-off time

of expenses

- Check that Group accounting procedures and standards are properly used and applied within the entity
- Draw up sub-ledger/general balance reconciliations and account justifications within requested deadlines, ensuring that fiscal period closing has been taken into account appropriately
- Assists Accounting Manager in liaising with internal, external & tax audit matters
- Be the Power User of 3 Way matching (PO, GR, IR), Account payable & Master Data Steward
- Customer
- Other ad-hoc tasks

Job Requirement :

- Bachelor Degree with a major in Accounting or Finance
- At least 4 years of experience in Finance/Accounting field
- Experience in FMCG is an advantage

- Understand Vietnam tax laws deeply & know how to calculate tax liabilities
- Good communication & interpersonal skills
- Good standard written and spoken English, desktop Applications MS Office Advanced
- Required a knowledge of SAP software (at least 3 years' experience)
- Flexible, proactive, able to work independently and under pressure with team spirit, keen

interest in continuous improvement of current work processes

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