



BINA PURI GROUP OF COMPANIES

VACANCY NOTICE

Top Urgent!

We invite suitable candidate for the following position : -

Company : STAR EFFORT SDN BHD
Position : **ACCOUNTS EXECUTIVE**
(OPUS Project, Jalan Talalla, KL)
No. of Vacancy : 1

Requirements / Responsibilities :

- Candidate must possess at least a Diploma or Degree in Accounting or related disciplines.
- At least 1-2 years working experience in accounting.
- Able to work independently with and meet tight deadlines.
- Prepare full set of accounts and generate relevant reports.
- Assists in full spectrum of accounting functions such as cash flow, bank reconciliation, budget inflow and outflow, billings/invoices etc.
- Liaise with external and internal parties on accounting related matters including auditors, tax agents and government authorities.
- To pursue, follow up and collect overdue and outstanding maintenance fees from residents/owners.

Those interested, please write in / contact HR Department.

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