



Employment Placement Service

Posting Date:	21 March 2018
Company Name:	Yield Trend Limited
Job Title:	Account Clerk
Qualification Required:	➤ Graduate of Accredited Accounting Technician (AAT) Examination / Professional Bridging Examination(PBE)
Other Requirements:	➤ Hand on experience using Quickbooks will be an advantage; ➤ Self-motivated, Proactive attitude, able to work independently with strong sense of responsibility; ➤ Accurate, honest and good interpersonal skill; ➤ Able to work under pressure and meet tight deadlines; ➤ Good command in written and spoken English; ➤ Immediate available is highly preferable.
Job Duties:	➤ Handle full set of accounts; ➤ Perform daily transactions including bills checking, data input in accounting system; ➤ Assist in month end closing & audit schedules; ➤ Preparation of management accounts schedule and financial analysis; ➤ Follow up with clients on overdue invoices actively and prepare monthly statement to customers; ➤ Preparing reports and HR matters; ➤ Assist in admin works such as filing & mailing etc; ➤ Other ad hoc assignments.
Working Experiences:	➤ 3 years above with relevant experience
Salary:	HK\$10,000.00 to HK\$14,999.00
Leave and Other Fringe Benefits:	annual leave, discretion bonus and staff discount
Mode of Application:	andrew@cassio.com.hk
Contact Person:	Mr. Andrew Kuan

**The recruitment information is provided by the above company. Interested parties please contact the company direct for application or more details of the position. The HKIAAT will not be held responsible for the recruitment and the information provided.*