



## Executive (Accounting)

### *The Job:*

- Perform full set AR/AP functions
- Prepare vouchers and arrange payment under the Company policies and procedures
- Maintain daily operations and support month-end closing on timely basis
- Monitor inventory, petty cash and clerical support for the team
- Ad hoc duties as required
- 5-day Work, including Saturday

### *The Person:*

- Diploma or above in Accountancy
- 2 years of relevant experience
- Proficient in Excel is highly preferable
- Hands-on experience in FlexSystem accounting software is a plus
- Candidates with higher qualification or more experience may be considered as Senior Executive

Interested parties please send us **full resume stating current and expected salary and available date** to [hr@hkccchoir.org](mailto:hr@hkccchoir.org).

*Personal data collected will be used for recruitment purpose only.*