

Imperial Enterprises Holdings Limited

Accounting Assistant / Accounting Officer

Responsibilities

- Handling full set of accounts
- Process accounts payables & receivables, costing and general ledger as needed
- Verifying, updating and reconciling financial data
- Perform bank reconciliation and handle petty cash float
- Assist in month end reporting
- Performing month end stock take
- Maintain the fixed asset register
- Perform filing and general administrative tasks
- Assist in other ad-hoc assignments as necessary.

Requirements

- Diploma or above in accounting or related disciplines
- Previous solid experience in handling full set of account would be an advantage
- LCCI Intermediate or relevant accounting background is preferred
- Proficient in MS office, Excel and Chinese Word Processing
- Experience in MYOB & Oracle Netsuite is definitely an advantage
- Responsible, well-organized and detail-oriented
- Candidate with more experience will be considered as Accounting Officer or Senior Accounting Officer or Assistant Accountant

We offer attractive remuneration package to the right candidate with 5-day work, birthday leave, medical & dental, discretionary bonus, training sponsorship, etc. Interested parties please send your full resume with current salary and expected salary to Human Resources & Administration Department, Imperial Enterprises Holdings Limited, 12th Floor, Block A, Kong Nam Industrial Building, 603-609 Castle Peak Road, Tsuen Wan or via "Apply now". For more details, please visit www.ipastry.com.hk or www.ieh.com.hk

(We are equal opportunity employer and welcome applicants from all qualified candidates. Personal data collected will be treated in strictest confidence and handled confidentially by authorized personnel for recruitment related purposes. Applicants not hearing from us within six weeks from the date of advertisement may consider their application unsuccessful.)