

Jr. Assistant Account (2) Posts(Female)

- Post and process journal entries to ensure all business transactions are recorded.
 - Complete general ledger operations.
 - Keep accounts receivable, accounts payable and issue invoices up to date.
 - Perform reconciliation operations.
 - Participate in the preparation of monthly/yearly closings.
 - Assist with preparation and coordination of the audit process.
 - Assist with implementing and maintaining internal financial controls and procedures.
 - Assist with other kinds of accounting operations.
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- Bachelor degree in accounting, finance or any graduated and must have LCCI level 2,3 qualifications.
 - Age between 23 to 25.
 - 1 year experience of working on a Junior Accountant position.
 - Good knowledge of MS Office and accounting software.
 - Strong team player and communication skill with close attention to detail.
 - Good analytical, numerical and presentational skills.

Benefit

- Meal & Transportation Allowance
- Organizational refreshment
- Learn new Skills on the job

Working Hours(9:00 AM to 5:00 PM)

Off Day (Saturday, Sunday & Public Holiday)

If you are interested in this position, please contact us at this email (mpuadmin@mpu.com.mm) before 30th November 2024.